CEIC Data Manager
Version 2.1

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1 Getting Started

This document applies to CEIC Data Manager (CDM) version 2.1 ONLY.

For user guides of other versions, please refer to the user guide accessible from the respective version of the application.

This section gives you an introduction of what CDM is, and quickly gets you started with using it:

- About CDM
- Install & Uninstall
- Quick Tutorials

1.1 About CDM

Introduction

CEIC Data Manager (CDM) provides access to the entire CEIC database from within the Microsoft Excel spreadsheet application. Time-series can be directly retrieved from the database and imported into Excel for quick analysis using Microsoft Excel's many features.

CDM Excel plug-in includes:

- access to over 1,200,000 time series through our databases:
    1. Global Database
    2. China Premium Database
    3. India Premium Database
    4. Russia Premium Database
    5. Sector Database
    6. Corporate Database
- a powerful search engine
- user-friendly interface allowing a quick view of each time-series graphically
- latest data available, statistics and footnotes
- easy download of data into Excel for further analysis
- impressive charting capacity
- automatic and dynamic update of all the time series
- customizable workspace for saving your favorite time series and search results

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and more.

The combination of CEIC databases and Microsoft Excel provides an unsurpassed tool for monitoring economic, industrial and financial trends worldwide.

CDM helps you:

- achieve significant productivity and efficiency gains with its user-friendly interface and enhanced search engine
- deliver rich visualization both with current and historical views
- stay on top of the latest data available with automatic and dynamic updates

1.2 Install & Uninstall

Information about how to install and uninstall CDM, including system requirements, can be found at:

http://www.ceicdata.com/client/Downloads.html

Use your CDM user-name and password to log in.

1.3 Quick Tutorials

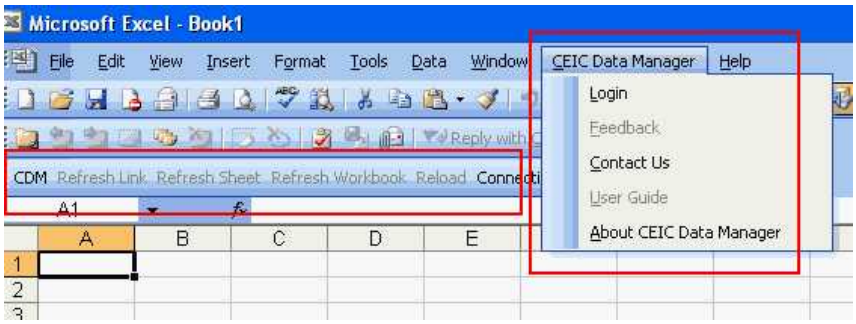
This section provides a quick overview on how to use CEIC Data Manager (CDM).

- Starting CDM - How to start and log in to CDM
- CDM Tabs - What are the different tabs and panes for
- Download to Excel - How to download data to Excel
- Create Graph - How to create graphs using the time series
- Create My Workspace - How to create workspaces
- My Watchlist - How to monitor series for updates
- Search Series - How to do a simple search

1.3.1 Starting CDM

Start CDM

After CDM is successfully installed, you can access it through MS Excel. In your Excel, you can see there is a "CEIC Data Manager" menu item and a CEIC toolbar.



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Log in to CDM

1. From the Excel menu bar, select "CEIC Data Manager" -> "Login", OR

2. From the CEIC toolbar in Excel, click on "CDM"

3. Enter Username and Password. Check the "Remember my username and password" if you want CDM to remember your log-in information and you will not need to re-enter these information next time you log in.

4. Click "OK" to proceed.

5. If there is problem with the log in, CDM will prompt you with an error message. You can return to the Log in pop-up again to correct the information and connect again.

1.3.2 CDM Tabs

Inside CDM

After logging in successfully, you will see the application window as shown below. The next sections will give you a quick overview of the components in CDM.

The CDM application window is divided into the following areas:

- Left Pane - Displays the selections, functions available in the selected Tab
- Right Pane - Displays series information
- Quick View Pane - Displays sample graph and data of the selected series
- Toolbar - Tools and utilities that are available

CDM consists of four main features and they are divided into "Tabs" (see the bottom of the left

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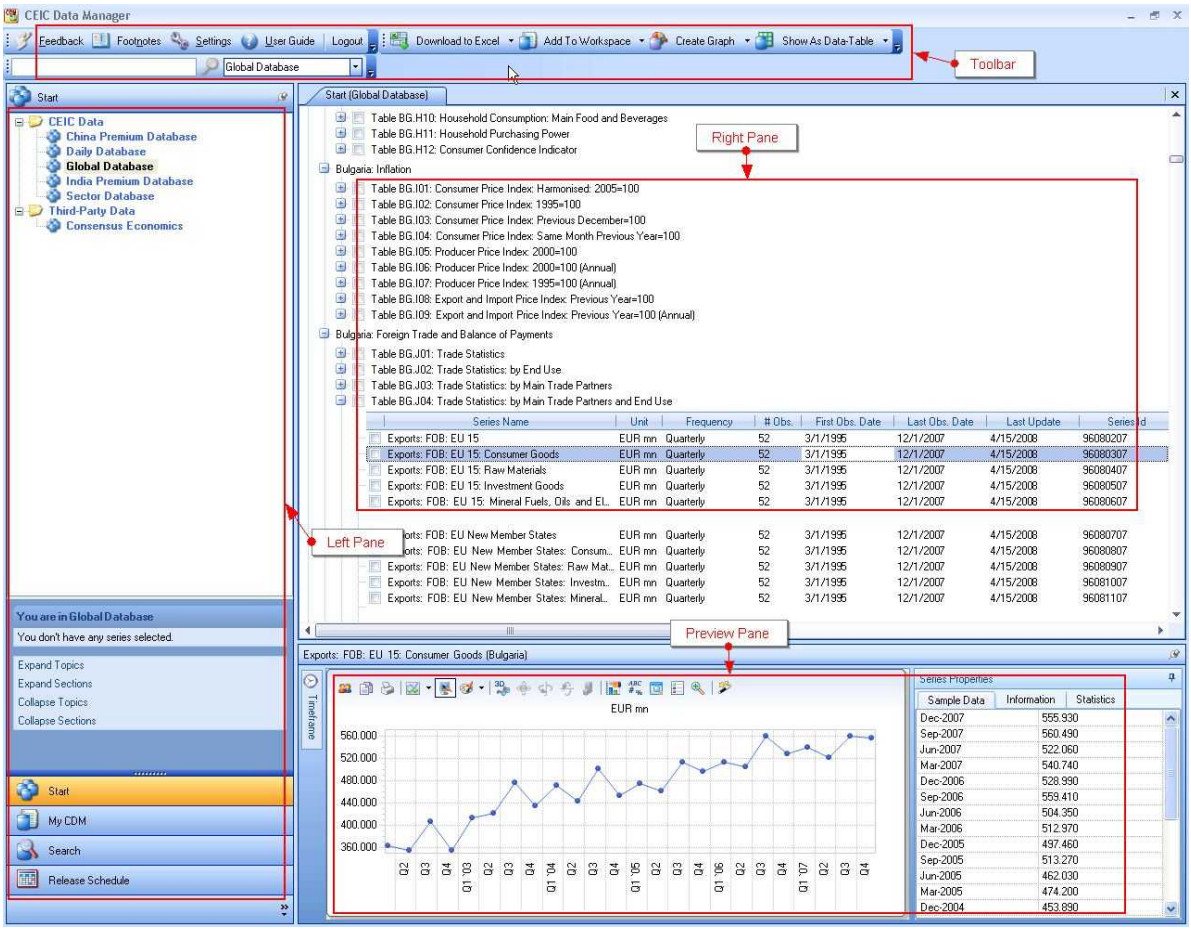
pane):

1. Start
2. My CDM
3. Search
4. Release Schedule

You can switch between the Tabs by clicking on the name of the tab at the bottom of the left pane.



Start

This is the starting point of CDM, you can navigate the databases and series through this tab. By default, CDM displays the Start Tab after you logged in. (You can change this through Settings.)

Left Pane - Databases

All the available databases are displayed here. Simply click on a database to display the series tree in the right pane.

Right Pane - Series

The series under a selected database are listed in a tree layout . The series tree consists of 4 levels:

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Level 1 - Topics
    Level 2 - Sections
        Level 3 - Tables
            Level 4 - Series

Navigate through the series tree by clicking on the name of an item in the tree. When you click on an item on a level, it will expand and display the details of the next level under it. For example, if you click on a topic, the list of sections under that topic will be shown. If you click on a series name (level 4), sample data, sample chart and series information will be shown in the preview pane.

Preview Pane

When a series is clicked, this section will appear and will display the data of the selected series.

By default, this section displays a graph and a quick table which lists: Sample Data, Series Information and Series Statistic. You can configure the settings through Settings.

My CDM

Here is where you manage your customized workspaces. When you navigate through the databases in the Start tab, you can select the series you are interested in and create a workspace to store your selection.

Left Pane - My Workspaces

This pane displays your list of workspace and the actions that you can perform on the workspaces and series in the workspaces. Click on a workspace to display the series that are being saved in this workspace in the right pane.

Right Pane - Series

This pane displays information of the series being saved in the selected workspace. If you click on a series name, sample data and series information will be shown in the preview pane.

Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series.

Search

You can use this tool to search for series that are available in the databases.

Left Pane - Search

Specify the search criteria in this pane. There is a simple search and an advanced search.

- Simple search - Enter your search keywords, choose the database(s) to search in click the Search button.
- Advanced search - Apart from keywords and database, specify advanced options such as countries, frequency and so on. To display Advanced Options, click on the small arrow to the right

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of the Advance Options section.

Right Pane - Series

This pane displays search results. You can scroll to the next or previous search result page by clicking on "Next >>" or "<< Back" or the page number on the bottom of the pane.

If you click on a series name, sample data and series information will be shown in the quick view pane.

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Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series.

Action Menu

You can perform the actions you want by clicking on the action menu on the toolbar or right click on right pane area to show a pop-up menu.

By clicking on the drop down button next to action name, you can choose either to perform the action for checked series or highlighted series.

When Checked Series is clicked, you can perform the action for all series that have clicked the checkbox.
When Highlighted Series is clicked, you can perform the action for all series that have selected in right pane.

By default, checked series is the option if you click the button name directly.

For features of each function, please refer to following chapters for details.

- Download to Excel
- Add to Workspace
- Create Graph
- Show As Data-Table
- Add to Watchlist
- Export

1.3.3 Download to Excel

A key feature of CDM is being able to download series data to Excel.

Download series data to Excel

One way to download series data to Excel is from the Start tab.

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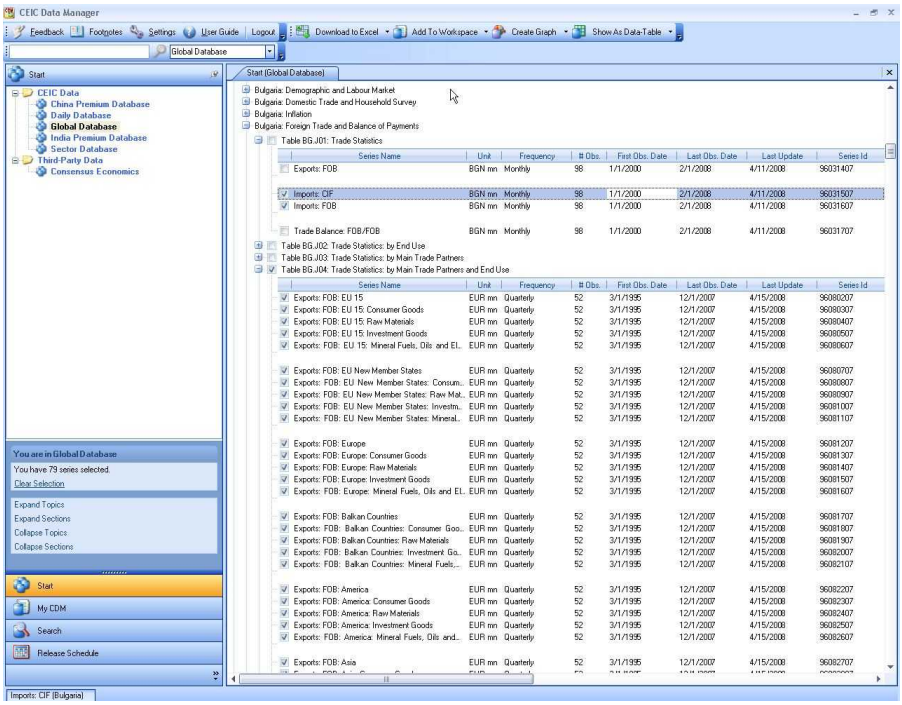
1. You can get to the series you want by navigating through the series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 1,000 series at a time.



3. Click on the Download to Excel button in the Toolbar, to proceed with download. There will be a "Excel Download" popup which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

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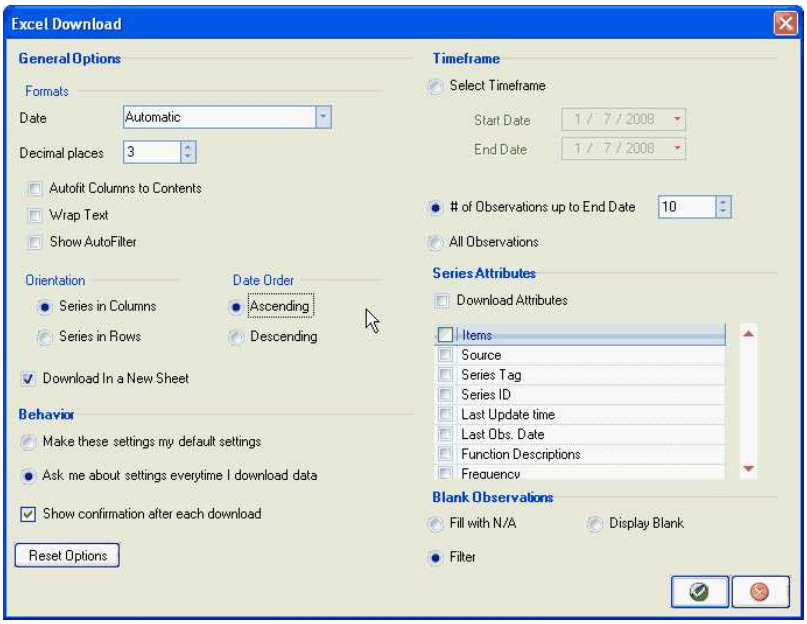
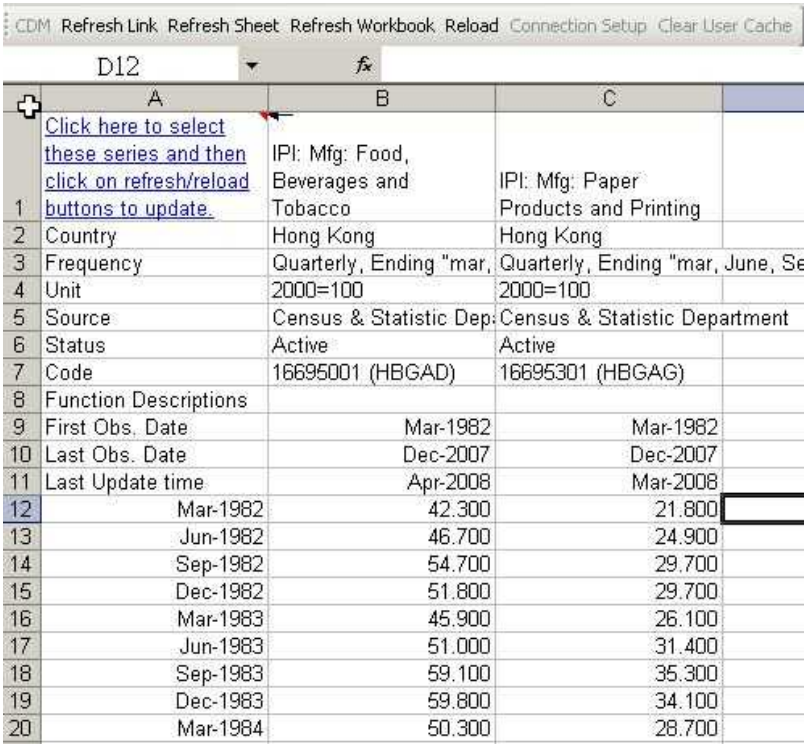


Below screenshot shows a sample downloaded data file. By default, the 10 most recent observations of a series will be downloaded.



	A	B	C
1	Click here to select these series and then click on refresh/reload buttons to update.	IPI: Mfg: Food, Beverages and Tobacco	IPI: Mfg: Paper Products and Printing
2	Country	Hong Kong	Hong Kong
3	Frequency	Quarterly, Ending "mar,	Quarterly, Ending "mar, June, Se
4	Unit	2000=100	2000=100
5	Source	Census & Statistic Dep	Census & Statistic Department
6	Status	Active	Active
7	Code	16695001 (HBGAD)	16695301 (HBGAG)
8	Function Descriptions		
9	First Obs. Date	Mar-1982	Mar-1982
10	Last Obs. Date	Dec-2007	Dec-2007
11	Last Update time	Apr-2008	Mar-2008
12	Mar-1982	42.300	21.800
13	Jun-1982	46.700	24.900
14	Sep-1982	54.700	29.700
15	Dec-1982	51.800	29.700
16	Mar-1983	45.900	26.100
17	Jun-1983	51.000	31.400
18	Sep-1983	59.100	35.300
19	Dec-1983	59.800	34.100
20	Mar-1984	50.300	28.700

How to interpret the downloaded data using our example above:

- Cell A1: This is a special cell used for reloading data. Do not delete

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or change this field, otherwise the reloading function may not work properly. Go to the topic - After Downloading for more explanation on how to refresh data.

- Column A: Headings and titles of series
- Columns B - G: When the orientation is "series in columns", one column will represent one series.

The following chapters provide more information on different ways of downloading data to Excel.

1.3.4 Create Graph

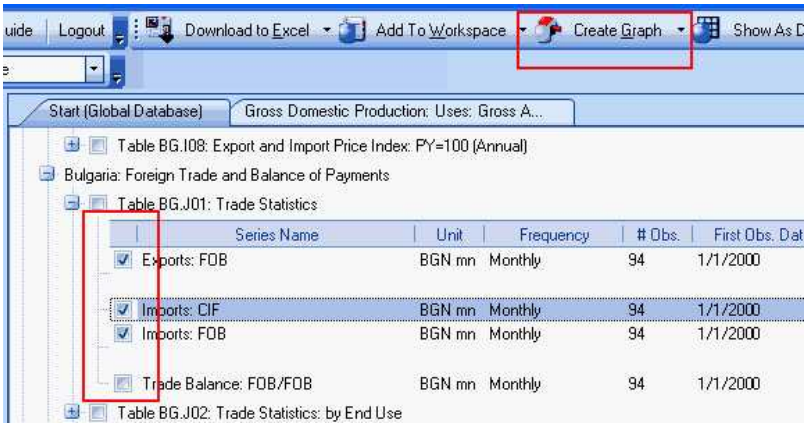
You can create graph for one or more series using the "Create Graph" tool on the CDM Toolbar.

Create graph for selected series

One way to create graph is from the Start tab.

1. You can get to the series you want by navigating through the series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to create graph for at most 12 series at a time.



3. Click on the Create Graph button on the CDM Toolbar and the Graph Manager window will be displayed. The graph of the selected series will be plotted using the default settings. By default, the chart will be plotted using 24 observations, you can change the settings through Timeframe menu on the left side of the graph.

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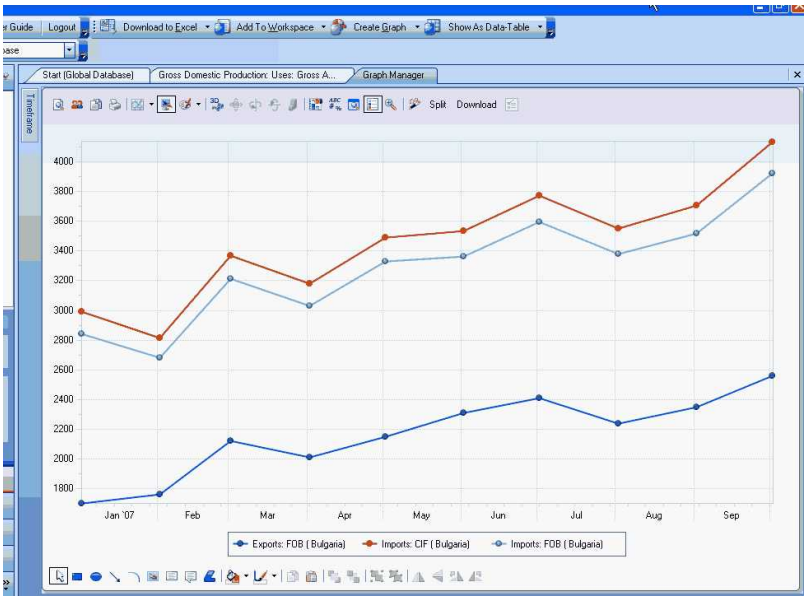

You can make use of the tools available on the Graph Manager Toolbar to manipulate the graph. Refer to the chapter on Graph Manager for more details.

1.3.5 Add to Workspace

CDM provides a convenient way to save the series you frequently use through My CDM. You can create your own workspaces with the combination of series you desired.

Create your workspace

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to have up to 1000 series in one workspace.

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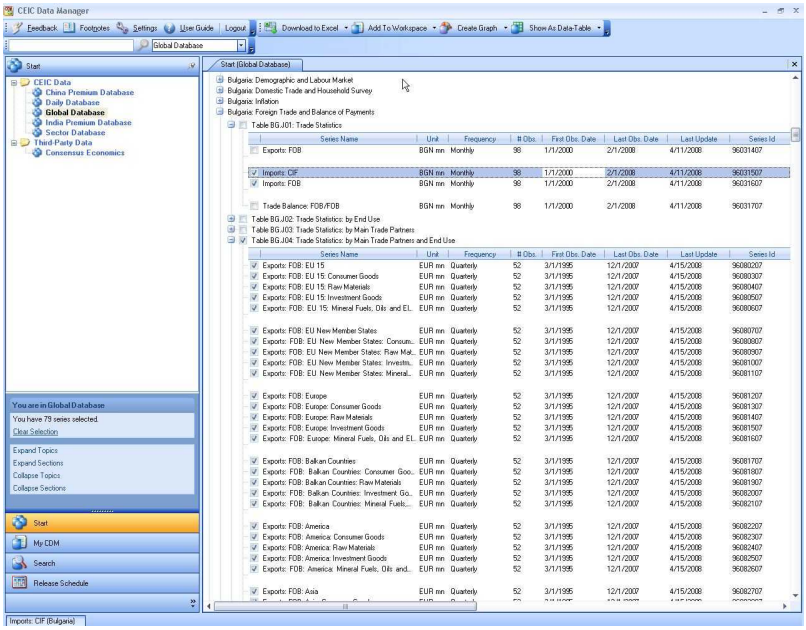
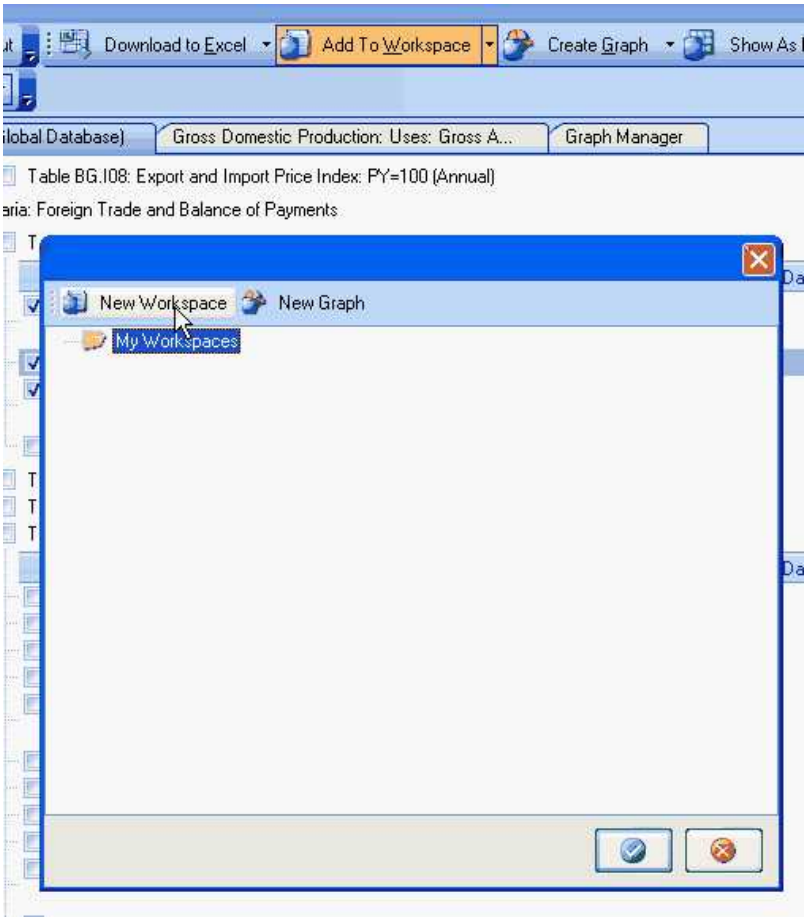


3. Click on the Add to Workspace button on the Toolbar, and the "Add to Workspace" popup window will be opened.



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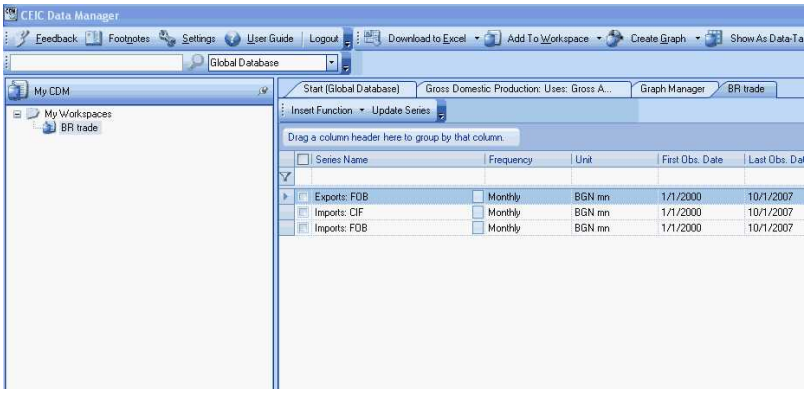
4. Click on the New Workspace button and then enter the name of the workspace in the input box. Click OK button to add to the new workspace.

Your workspace is now saved in My CDM, you can see if by switching to the My CDM tab. Apart from Download to Excel and Create Graph, you can also perform other actions on your saved workspaces. For example, you can apply functions to transform the series. The chapter on My CDM will discuss more about these operations.

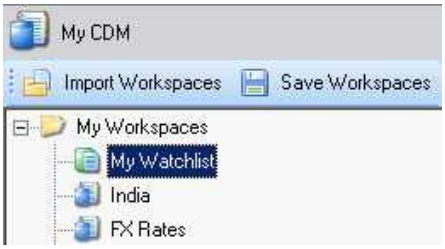


1.3.6 My Watchlist

CDM's My Watchlist allows you to monitor up to 100 series for updates, and alerts you when updates occur.

To add series to My Watchlist select series in the Start “tree”, a workspace or search results, and click **Add to Watchlist**.

You can view your watchlist by clicking on **My Watchlist** in My CDM. Series that have updated since you logged in will be shown in red.



When series in your watchlist are updated, a pop-up alert will advise you. Click the **Refresh Data** button in the alert to update in-use series throughout CDM.

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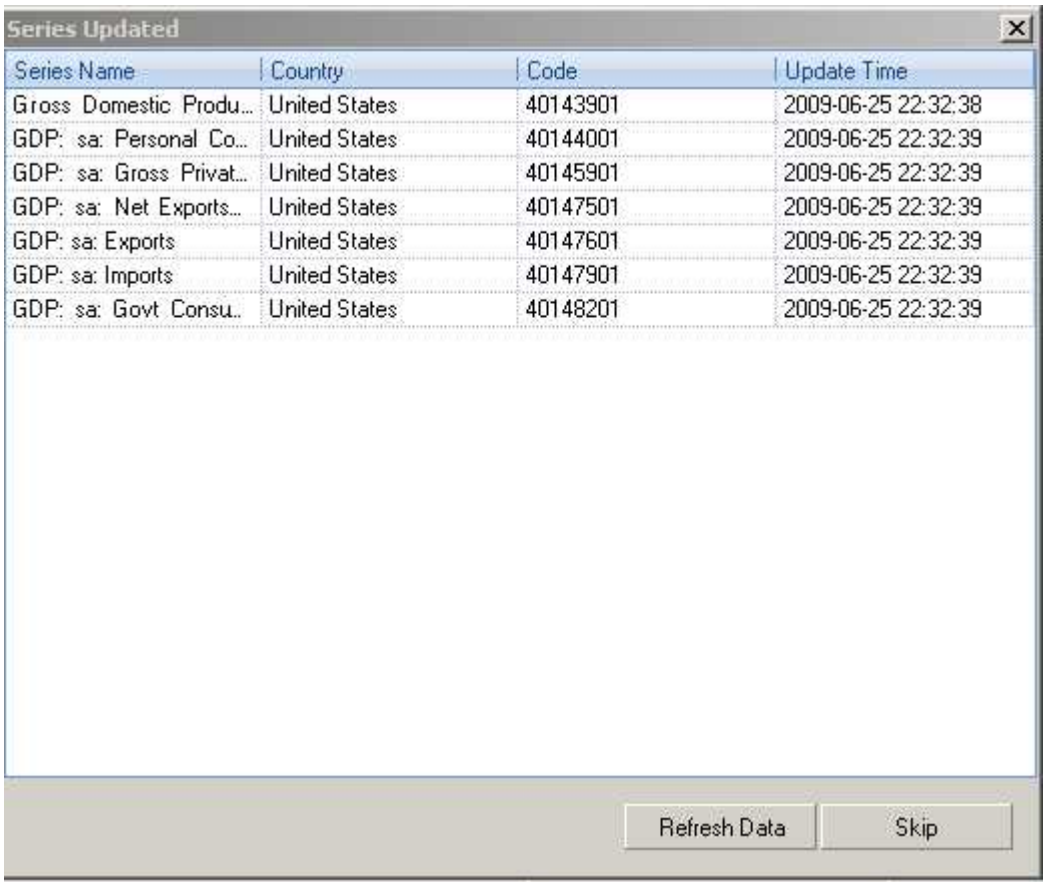

1.3.7 Search Series

You can use this tool to search for series that are available in the databases. Search criteria are specified on the left pane.

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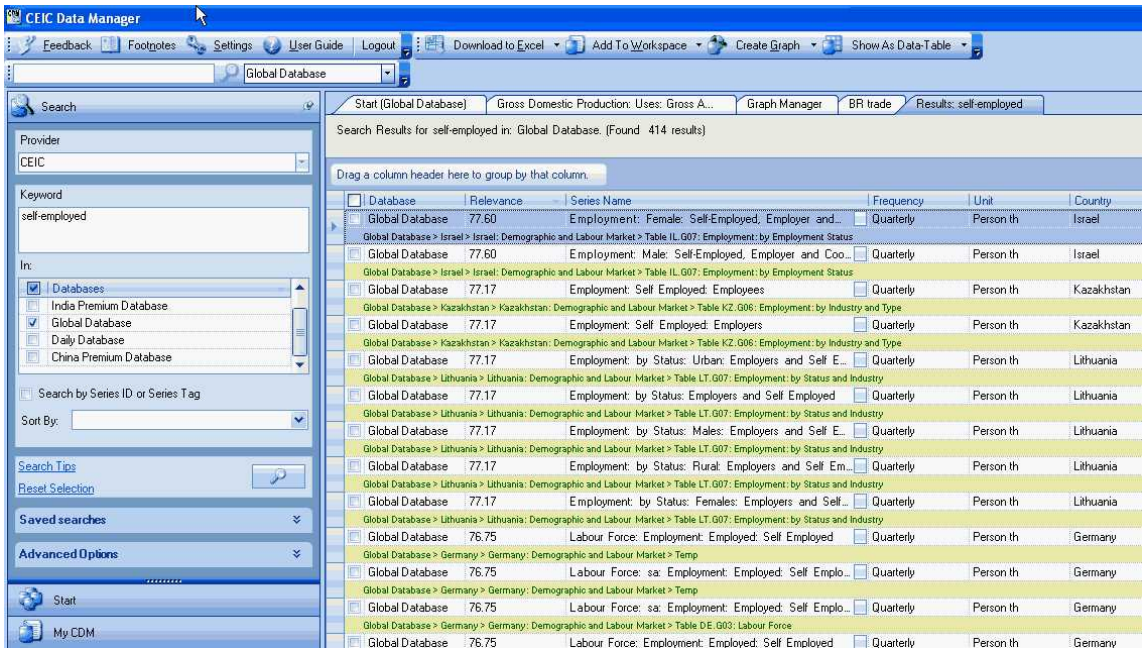

Simple Search

1. On the left pane, enter your search keywords. Click on the "Search Tips" link for information on how you can specify your keywords to achieve different ways of searching.

2. Select the database(s) to search from the database drop-down list.

3. Check the "Search by Series ID or Series Tag" option if there is a particular series that you want to look for and you already know the series ID or series tag. Note that this is an exact-match search when you selected this option.

4. Click the Search button to start the search. Results will be returned in the right pane.

1.3.8 Global Indicator Watch

NOTE: THE GLOBAL INDICATOR WATCH DATA AND FUNCTIONALITY MAY REQUIRE AN ADDITIONAL SUBSCRIPTION AFTER ITS FREE BETA TRIAL.

Global Indicator Watch facilitates comparison of key economic data across the 117 countries of the Global Database.

To access the indicators, click **Global Indicator Watch**.

Select the indicators that interest you, and click **Next**.

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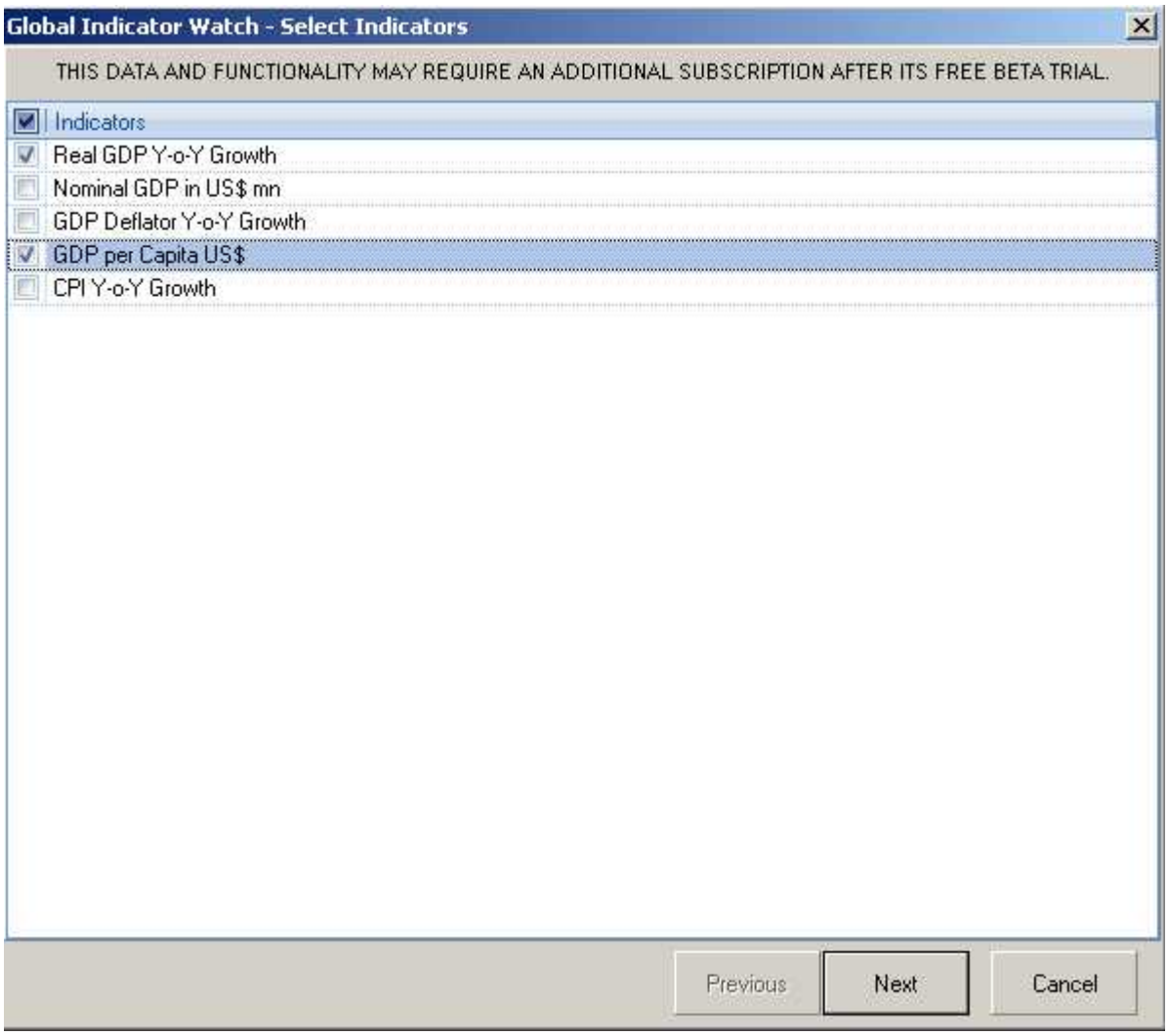
Global Indicator Watch - Select Indicators
THIS DATA AND FUNCTIONALITY MAY REQUIRE AN ADDITIONAL SUBSCRIPTION AFTER ITS FREE BETA TRIAL.
Indicators
Real GDP Y-o-Y Growth
Nominal GDP in US$ mn
GDP Deflator Y-o-Y Growth
GDP per Capita US$
CPI Y-o-Y Growth
Previous
Next
Cancel

Then select the regions and / or countries you wish to compare. You will receive a notice of any indicators that are not available. Click **Continue With Available Series** or **Cancel Operation**.

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CEIC Data Manager
The following indicator-country combinations are currently not available in our database.
Real GDP Y-o-Y Growth - Bolivia
Real GDP Y-o-Y Growth - Costa Rica
Real GDP Y-o-Y Growth - Dominican Republic
Real GDP Y-o-Y Growth - El Salvador
Real GDP Y-o-Y Growth - Guatemala
Real GDP Y-o-Y Growth - Honduras
Real GDP Y-o-Y Growth - Jamaica
Real GDP Y-o-Y Growth - Nicaragua
Real GDP Y-o-Y Growth - Paraguay
Real GDP Y-o-Y Growth - Trinidad and Tobago
Cancel Operation
Continue With Available Series

Finally, choose how you would like to see the indicators. You can graph them, add them to a workspace, download them to Excel, or show them in a data-table. **Click Finish**.

You can use the **Previous** button to revisit your selections of indicators and countries.

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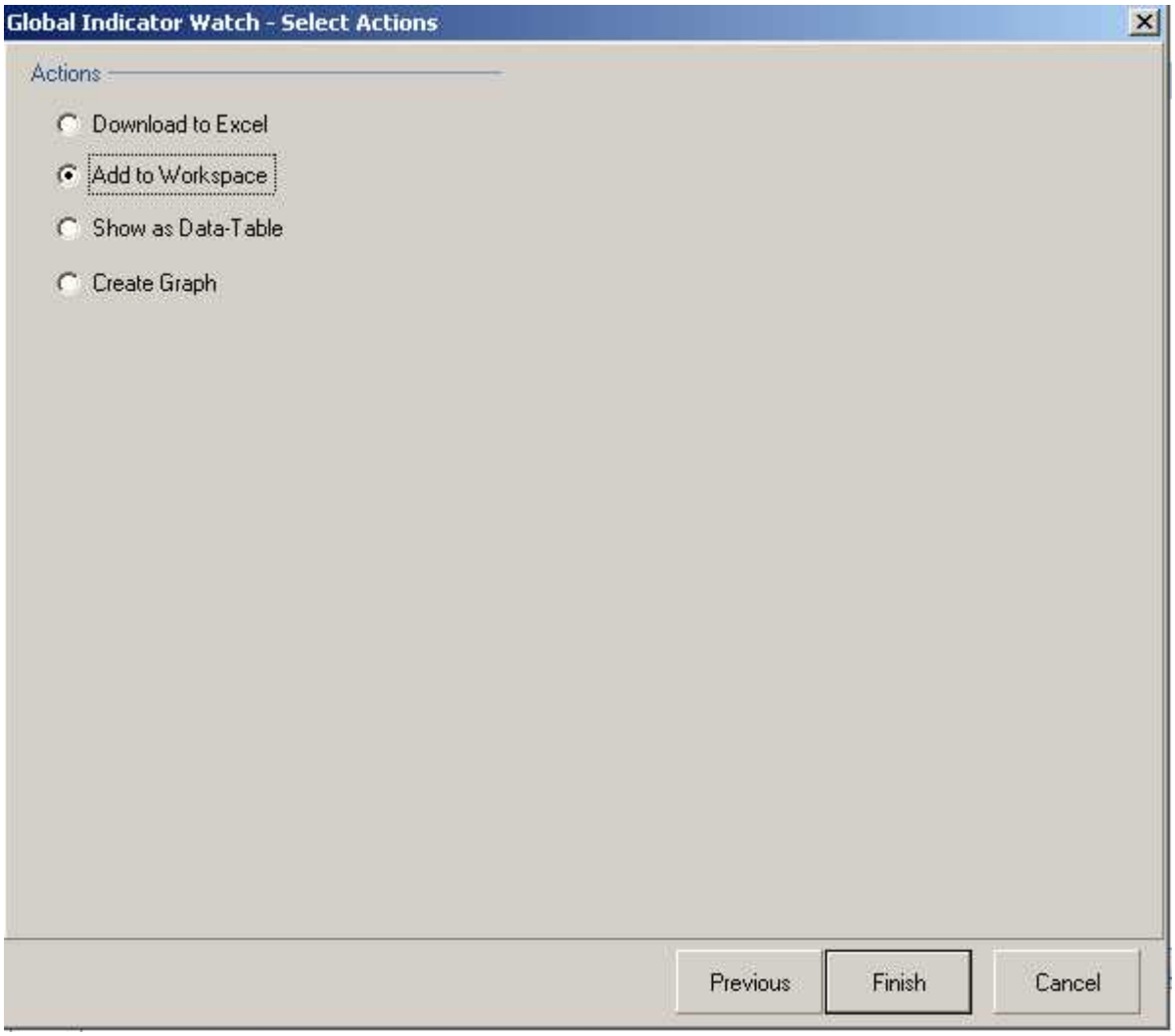

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2 Start

By default, this is the first screen you see after you logged in.

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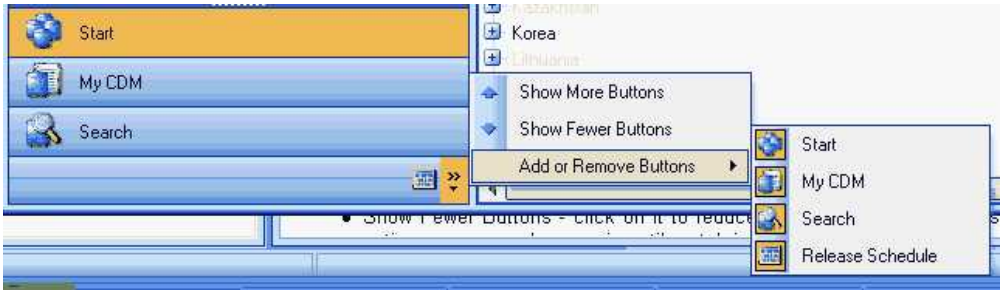
CEIC Data Manager
Feedback
Footnotes
Settings
User Guide
Exit
Download to Excel
Global Database
Show Key Series Only
Start
CEIC Data
Global Database
All Countries
Asia
Europe and Central Asia
Middle East and Africa
North and South America
Daily Database
Russia Premium Database
India Premium Database
China Premium Database
Sector Database
Third-Party Data
Consensus Economics
Feri Macro and Financial Database
Feri Industries Database
You are in All Countries
You don't have any series selected.
Expand Topics
Expand Sections
Collapse Topics
Collapse Sections
Start
My CDM
Search
Start (All Countries)
Albania
Algeria
Argentina
Armenia
Australia
Austria
Azerbaijan
Bahrain
Bangladesh
Belarus
Belgium
Bolivia
Bosnia and Herzegovina
Botswana
Brazil
Brunei
Bulgaria
Cambodia
Canada
Chile
China
Colombia
Costa Rica
Croatia
Cyprus
Czech Republic
Denmark
Dominican Republic
Ecuador
Egypt
El Salvador
Estonia
EU
Finland
France
Georgia
Germany
Greece
Guatemala
Honduras
Hong Kong
Hungary
Iceland
India

This chapter explains in details how to use the different functions and features in the Start tab:

- Working with Databases
- Working with Series
- Using Quick View
- Using Tab Menu

Tab Menu

The bottom part of the left pane is the tab menu where you can switch between the different tabs: Start, My CDM and Search. Go to CDM Tabs for an overview of these tabs.



You can switch to different tabs by clicking on the tab name. There is a small button on the lower right corner which allows you to change how to display this section.

- Show Fewer Buttons - click on it to reduce the number of tab being shown in the tab menu by one. Below is an example after one click. If you repeat this action, you can reduce again until no tab is shown.

- Show More Buttons - click on it to display one more tab in the tab menu. If you repeat this action, you can increase the displayed tabs until all are shown. If you are already displaying all tabs, this action will be disabled.
- Add or Remove Buttons - use it to choose which tabs you want to show in the tab menu. Click on it to see the list of available tabs. Click on the tab in the list to select or deselect.

Your settings will be automatically saved and become your default setting.

2.1 Database

You can navigate through the CEIC databases using the left pane and the following explains how to make use of it.

The first section consists of the databases that are available in CDM. You can also customize it to show only the database you subscribed to (refer to the chapter on Settings).

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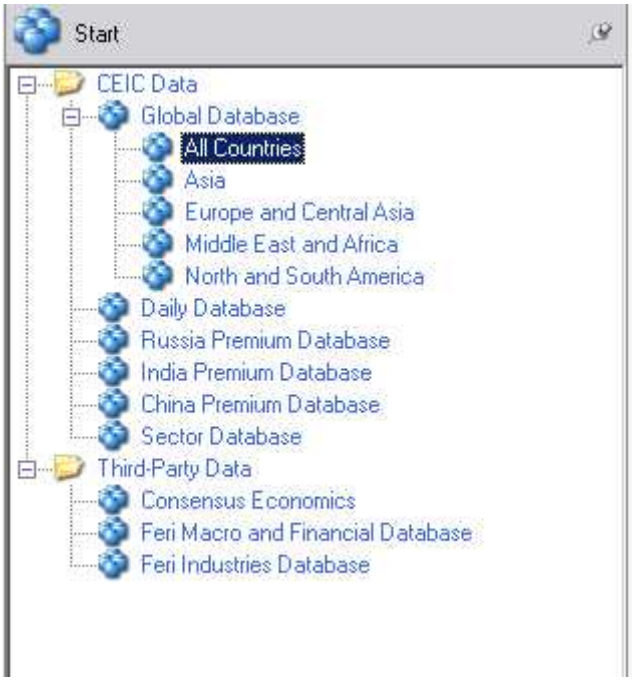
Click on the database name to load the series tree in the right pane.

The CEIC Global Database countries can be displayed in full (""All Countries") or by region (select "Asia", "North and South America", etc.).



The middle sections shows you which database you are viewing and if you have selected any series in that particular database. Note that CDM do not remember your selection after you exited CDM.

Also there are some actions that you can perform on the series navigation:

- Clear Selection - click on it to clear all the series selection in the database you are viewing. (This will not affect the series selection is other databases.)
- Expand Topics - click on it to expand all topics to show the sections level. If you are already on sections level or lower, this action will not affect you.
- Expand Sections - click on it to expand all section to show the tables level. If you are already on tables level or lower, this action will not affect you.
- Collapse Topics - click on it to collapse the whole series tree and display topics level only.
- Collapse Sections - click on it to collapse the levels below the sections level. If you are

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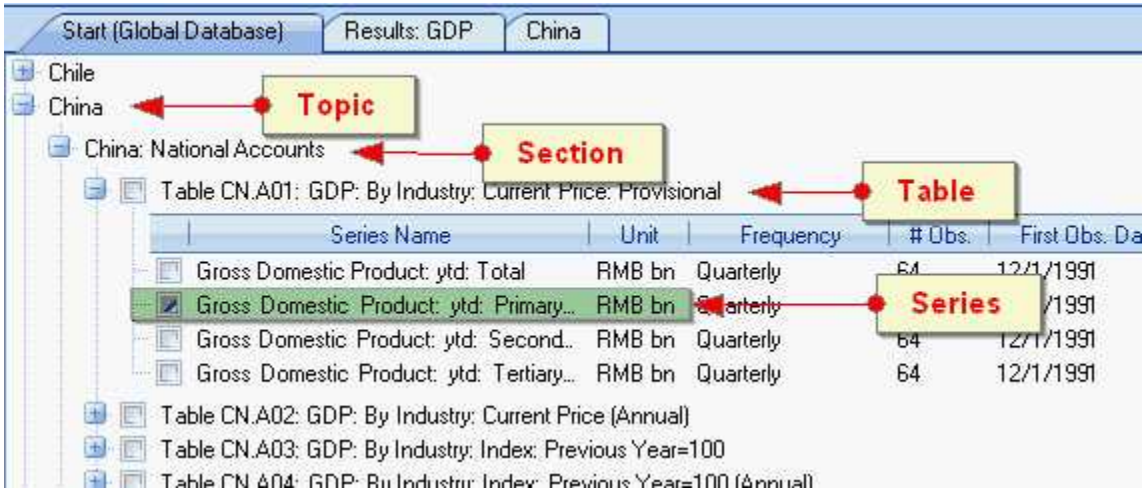
just displaying the sections level or topics level, this action will not affect you.

2.2 Series

Series under a selected database are listed in a tree layout in the right pane. The series tree consists of 4 levels:

Level 1 - Topics
    Level 2 - Sections
        Level 3 - Tables
            Level 4 - Series



You can navigate through the series tree by clicking on the name of an item in the tree.

When you click on an item on a level, it will expand and display the details of the next level under it. For example, if you click on a topic, the list of sections under that topic will be shown.

Apart from the series name, the series list also shows summary information of the series:

- Unit - the unit that the observations are reported in
- Frequency - how often the observations are captured - daily, quarterly, monthly or yearly
- # of Obs. - the number of observations in the series
- First Obs. Date - the date of the first observation
- Last Obs. Date - the date of the late observation
- Last Update - the date when the series is last reviewed or updated
- Series ID - the unique identifier of the series
- Series Tag - another identifier but not all series have it

If you click on a series name (level 4), sample data, sample chart and series information will be shown in the Quick View pane.

CDM uses different color or format to indicate different status of a series:

- Text in black color: you have subscribed to this topic and have access to the observation data

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- Text in gray color: you have not subscribed to this topic and will only be able to see the series tree and not the observation data
- Text in italic: the series is discontinued, we have not updated it since the Last Update date.

Copy Series Information

You can copy series information off the series tree by using the "Copy Highlighted Rows" on the pop-up menu when you do a right-click. It will copy all the highlighted records (this only works for series level and table level). You can then paste them to another document.

How to subscribe to more series

When you click on the series you have not subscribed to, the following popup message will appear.

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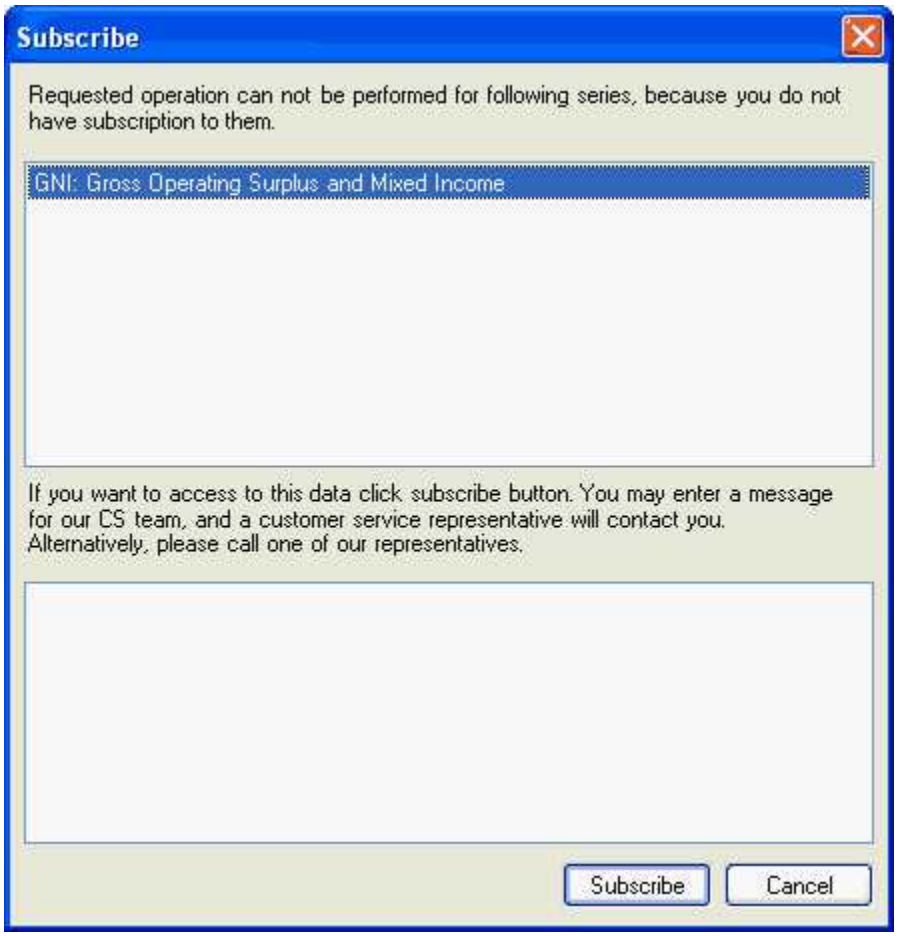
Subscribe
Requested operation can not be performed for following series, because you do not have subscription to them.
GNI: Gross Operating Surplus and Mixed Income
If you want to access to this data click subscribe button. You may enter a message for our CS team, and a customer service representative will contact you.
Alternatively, please call one of our representatives.
Subscribe
Cancel

1. Enter any information you might want to communicate to our customer service team.
2. Click on the Subscribe button to send out the request.

Operations on Series

Various operations can be performed on series:

- Download to Excel
- Add to Workspace
- Create Graph
- Show as Data-Table
- Add to Watchlist
- Export

You can access these actions from the Toolbar.

Or do a right-click on a series and select the action from the popup menu.

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2.3 Key Series

In the CDM Start "tree" for the CEIC Global Database only you can choose to view all available series or only carefully-selected Key Series.

There are 300 - 500 Key Series for each country in the Global Database, selected by CEIC's analysts to provide an overview of economic performance.

Key Series are flagged with a yellow key symbol in the Start tree, your workspaces and in search results.

Click **Show Key Series Only** to view only Key Series, and **Show All Series** to go back to viewing all series.

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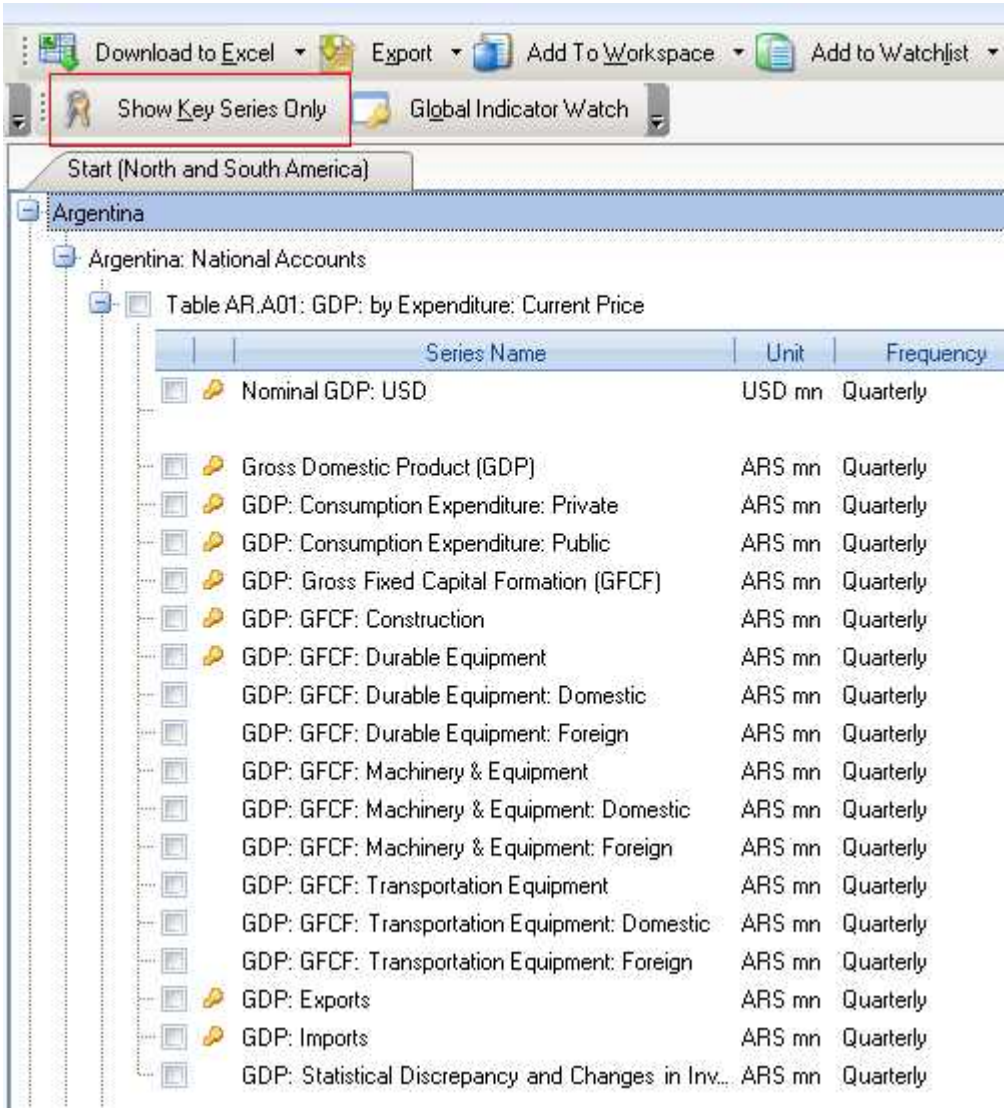

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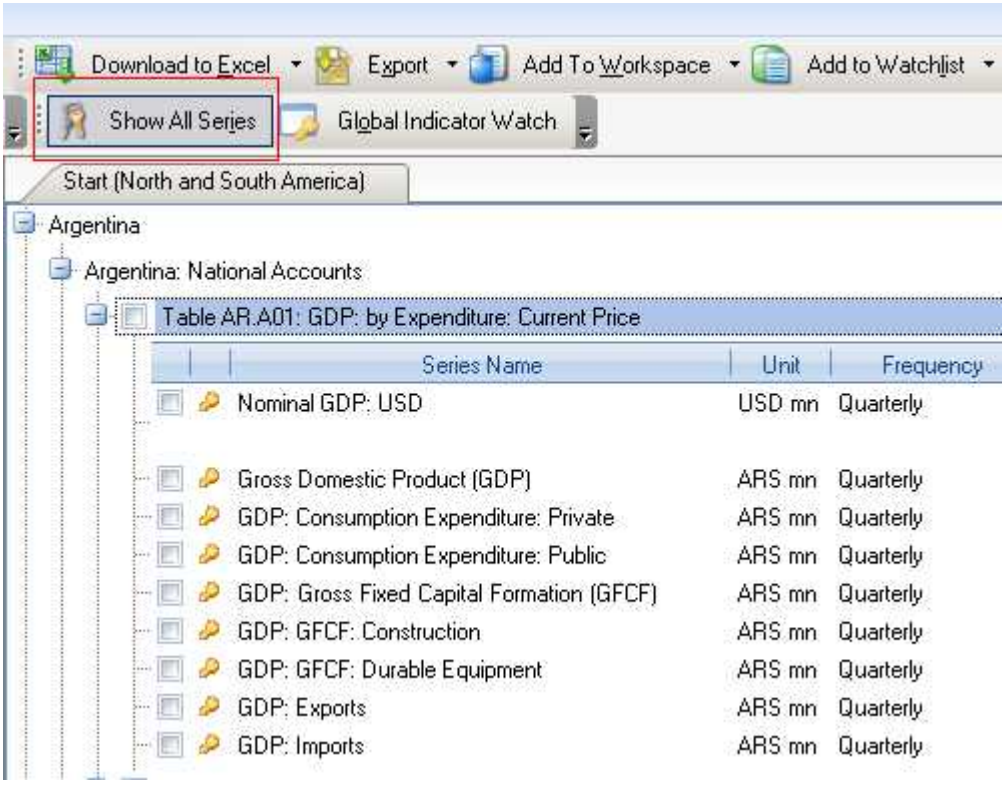
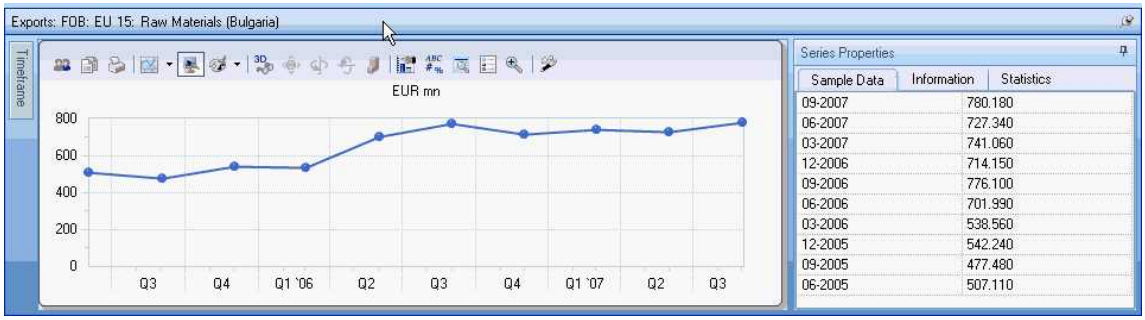


2.4 Quick View

When you clicked on a series on the right pane (not clicking on the checkbox which will just select a series), the quick view pane will appear and display sample data of the selected series.

By default, this section displays a graph and a quick table:

- Quick Graph
- Sample Data
- Series Information
- Series Statistics



You can customize the display under Settings on the Toolbar.

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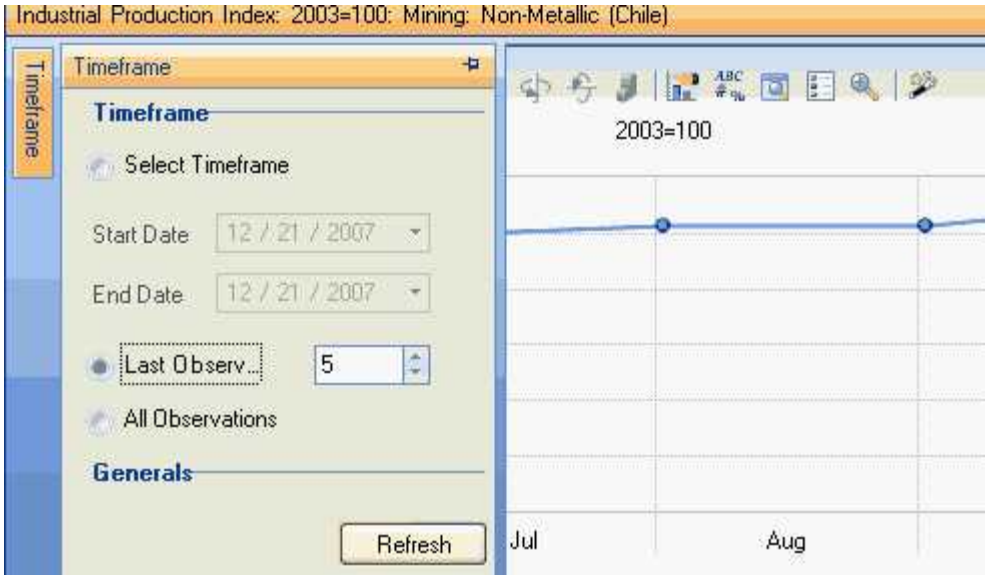
2.4.1 Quick Graph

Quick Graph provides a fast way to view series data on a line graph.

You can double click on the graph to invoke Graph Manager. Also, you can customize the number of observations and the format of this graph through the Timeframe settings button on the left side of the quick graph.



2.4.2 Sample Data

By default, CDM shows Sample Data in Quick View and it displays the latest 24 observations of the selected series. You can change the number of observations being shown and the your default view through the Quick View Settings tab in Settings.

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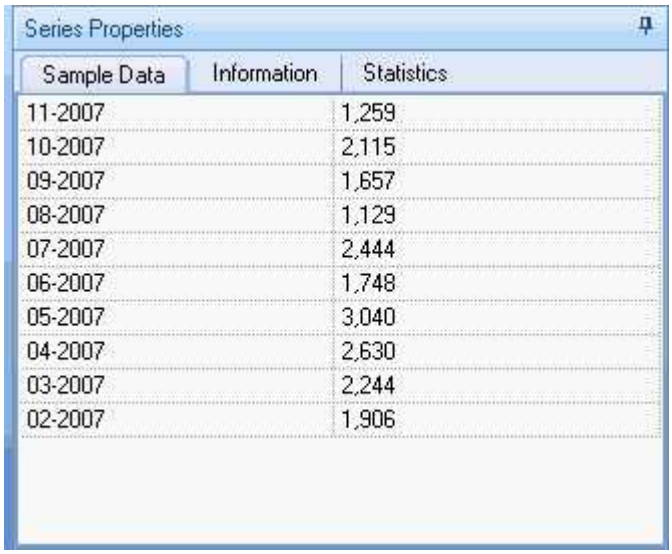
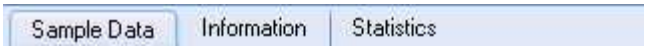


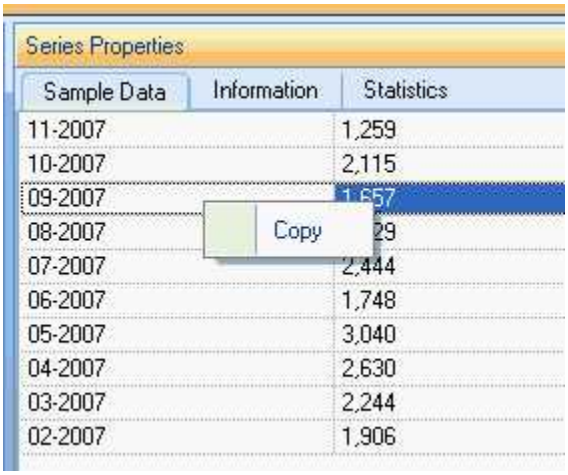
You can click on the title of these small tables to switch among them.



Copy Sample Data

A quick way to copy series data is to do so from the sample data table.

1. Right-click on the sample data table, a pop-up menu will be opened.



2. Select the Copy link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

2.4.3 Series Information

This table contains information about the selected series:

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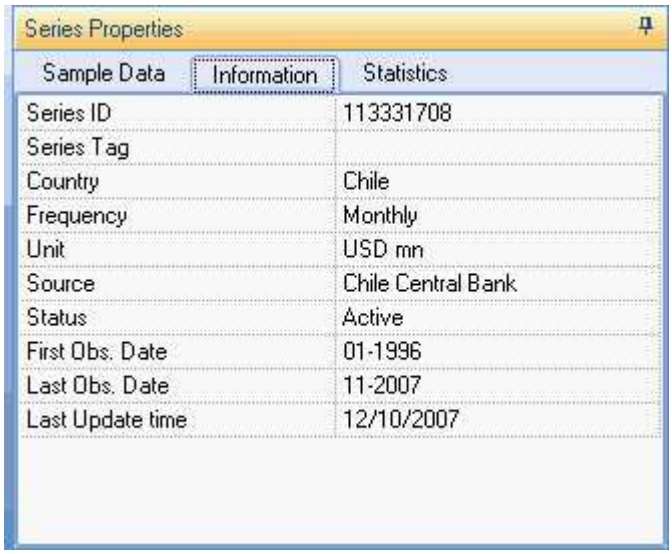
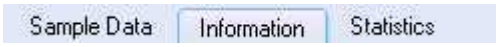


- Series ID - The unique identifier of each series
- Series Tag - Another identifier but not all series have it
- Country - The country which the series belongs
- Frequency - The reporting frequency of the observations
- Unit - The unit that the series is report on
- Source - The source where the series is obtained from
- Status - Whether the series is active or discontinued
- First Obs. Date - Date of the first observation
- Last Obs. Date - Date of the last observation
- Last Update time - Date when the series is last reviewed or updated

You can click on the title of these small tables to switch among them.



Copy Series Information

You can make a copy of all the information shown in this table.

1. Right-click on the series information table, a pop-up menu will be opened.

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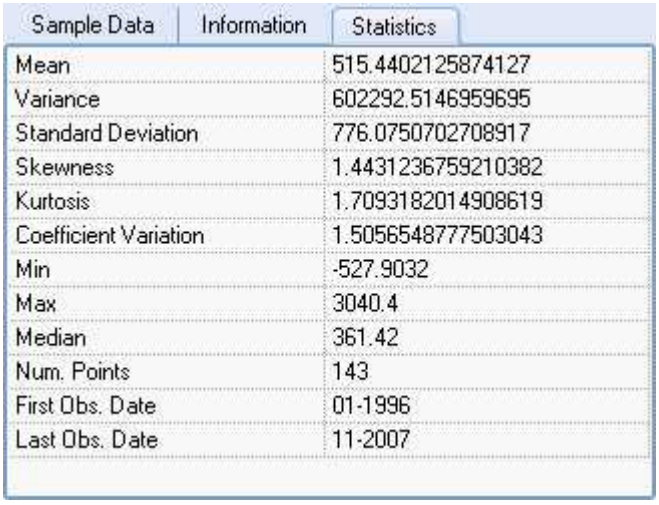
2. Select the Copy link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

2.4.4 Series Statistics

The Series Statistics table contains statistics data about the selected series and the calculation is done using all the observations in the series.

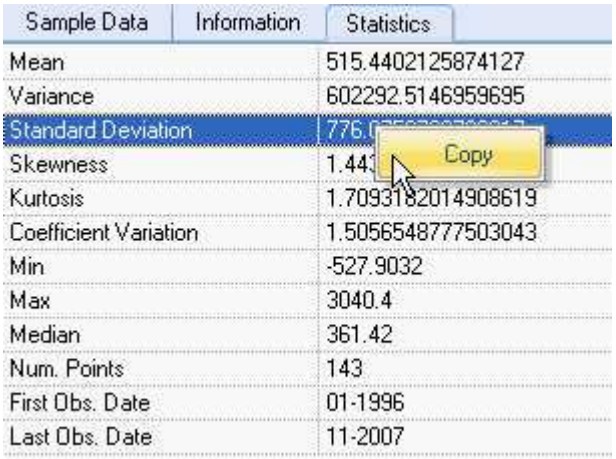


You can click on the title of these small tables to switch among them.

Copy Series Statistics

You can make a copy of all the information shown in this table.

1. Right-click on the series statistics table, a pop-up menu will be opened.



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2. Select the Copy link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

2.5 Data-Table

If you want to quickly review or compare a few series without having to download the data to Excel, then you can make use of the Data-table.

Start (Asia) | Real GDP: YoY - Real GDP: YoY: Chain Lin...

	Real GDP: YoY	Real GDP: YoY: Chain Linked	Real GDP: YoY	Real GDP: YoY: sa
Country	Malaysia	Hong Kong	India	Thailand
03-2009	-6.16907255	-7.79059576	4.13383174	-7.08153302
12-2008	0.1274138	-2.64080671	4.78454842	-4.24108124
09-2008	4.7673764	1.50477384	7.76685477	3.97653164
06-2008	6.56023363	4.11463295	8.22976185	5.28122394
03-2008	7.41153571	7.28320967	8.84599571	5.97279183
12-2007	7.17445521	6.89820864	9.41130375	5.88461054
09-2007	6.49010429	6.76869999	8.82259526	4.96153582
06-2007	5.60487306	6.11106946	9.15727192	4.34356028
03-2007	5.37951105	5.64337781	10.02982427	4.45007899
12-2006	5.4094588	6.67533174	9.74889237	4.56798982
09-2006	5.84829888	6.41459616	10.83913943	4.71941891
06-2006	6.13691644	6.13465291	7.97462931	5.36772515
03-2006	6.02717573	8.99745341	10.64131621	6.46814511
12-2005	5.87510609	6.9364469	9.00874361	4.58417463
09-2005	5.55861411	8.07328361	8.48414505	5.34519497
06-2005	4.28481174	7.09242467	9.01026532	4.70237978
03-2005	5.59704788	6.15915622	10.29208354	3.73945526
12-2004	4.85016075	7.90807858	5.90237755	5.89009701
09-2004	6.36528664	6.5993357	8.80163751	6.04576137
06-2004	7.94670304	11.9999293	8.27953921	6.61272048
03-2004	8.16781494	7.7046771	8.88528687	6.75038801
12-2003	6.462391	4.68866992	11.2151849	7.89337615
09-2003	4.60643185	3.83793361	8.10005351	6.86615512
06-2003	5.85623929	-0.85516516	4.90321652	6.8203014
03-2003	6.27862897	4.13703198	3.08600073	6.89432258
12-2002	6.90304806	4.75785446	1.9723254	5.9863317
09-2002	7.06322141	2.79229361	5.34408624	6.03095629
06-2002	4.71521415	0.53487053	5.06956845	4.96175923
03-2002	2.70332905	-0.99085094	6.11853625	4.46583553
12-2001	0.15596711	-1.74013997	6.2910699	2.27769443
09-2001	-0.35072432	-0.13030473	4.3561338	2.26816806
06-2001	0.86034232	1.50755386	3.83797249	2.23441369
03-2001	1.49118577	2.66710594	1.09232682	1.54985702

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This is available on the right-click pop-up menu on the Start tab.

Create Data-table

1. When you are at the Series level (level 4) from the layout tree, select the series by selecting the checkbox to the left of the series name.

2. Or if you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table.

3. Click on the Show as Data-Table on CDM Toolbar or on the right-click menu, then select Checked Series or Highlighted Series to proceed.

The data-table will be created as a new tab page on the right pane.

Note that data-tables cannot be saved and they will be removed when you exit CDM.

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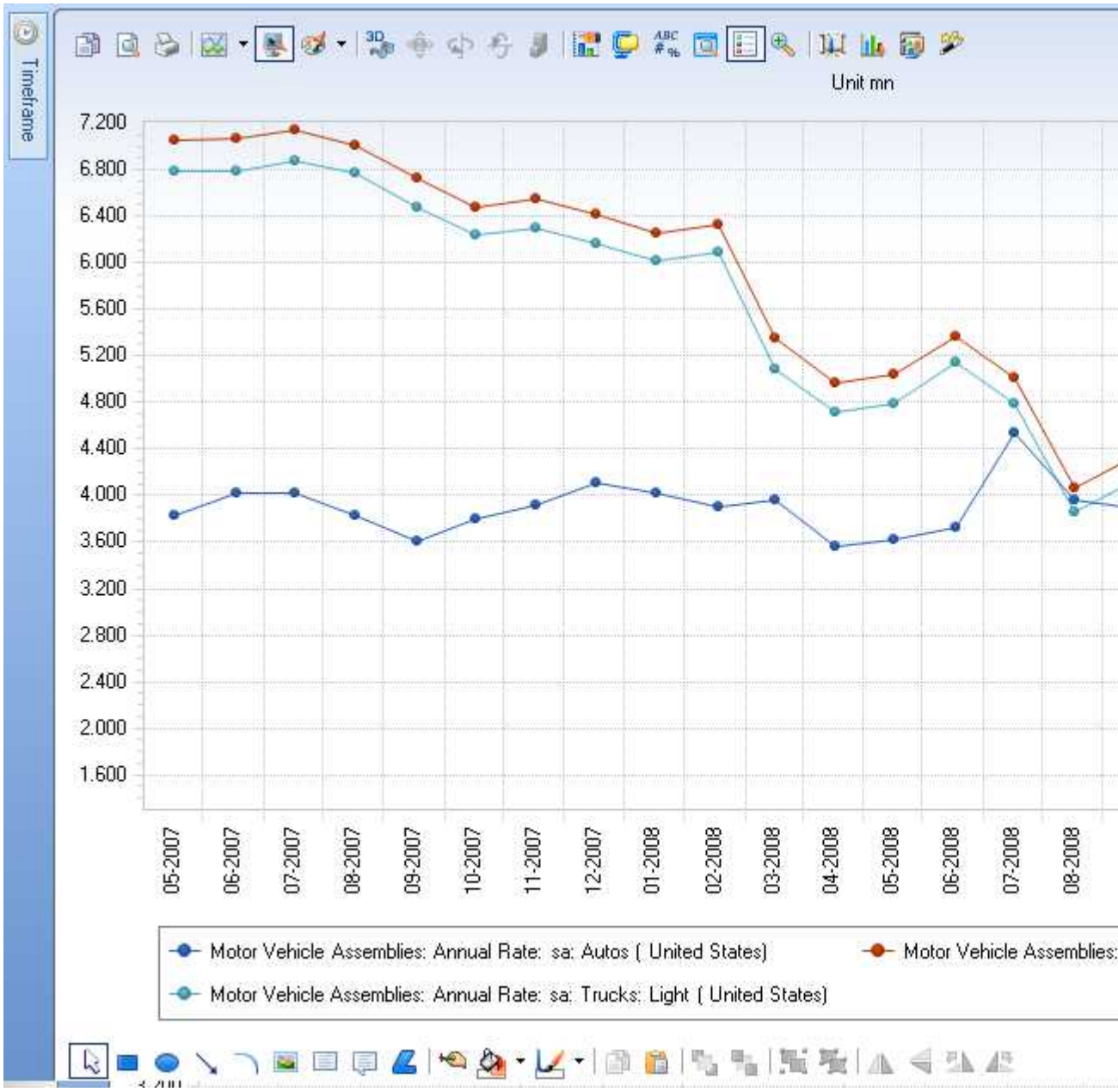
3 Graph Manager

The CDM Graph Manager tool allows you to customize your charts in many different ways - the look & feel, the time period being plotted, and many more.



Open Graph Manager

You can open Graph Manager using the following methods:

- Click on the Create Graph on CDM Toolbar. Graph Manager will plot the chart using

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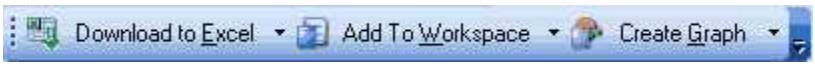
the series selected in the right pane.



- Right-click on a series in the right pane and click Graph Manager in the pop-up menu. Graph Manager will plot the chart using the series highlighted in the right pane.

- Double click on the quick graph on the quick view pane. Graph Manager will plot the graph using the series being shown in quick view.

Create Graph with Multiple Series

What you need to know:

- You are allowed to create graph for at most 12 series at a time.
- You can create graph for series in different databases within the same data provider.
- You can create graph for series with different frequency.

Create Graph:

1. When you are at the Series level (level 4), select the series by selecting the checkbox to the left of the series name.

2. Or if you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table.

3. Click on the Create Graph on CDM Toolbar or click on Graph Manager on the right-click menu, then selected Checked Series or Highlighted Series. Graph Manager will be opened in a new tab with the graph created using your selection.

Create Graph with One Series

1. When you are at the Series level (level 4), select the series by selecting the checkbox to the left of the series name.

2. Or if you have the series loaded in the Quick View pane, double click on the quick graph.

4. Graph Manager will be opened with the graph created using your selection.

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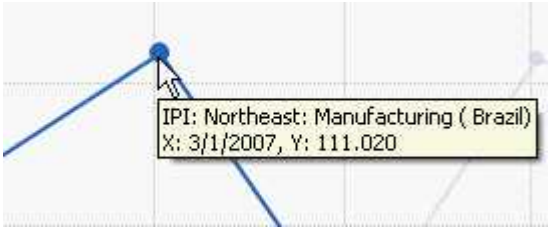
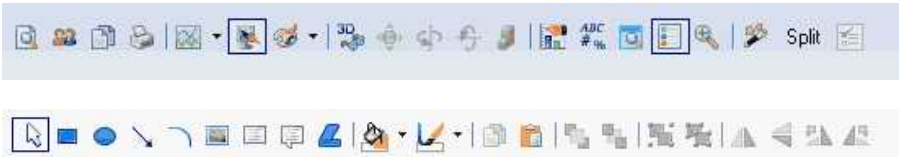
The Graph

- Observation point - Put your mouse over any where on the data line on graph and CDM will show you the value of the observation closest to that point.



Graph Manager Toolbar

Graph manager comes with many tools for you to manipulate the charts. The most popular actions are being added to the graph manager toolbar as a shortcut. The following sections will describe them in details.



- **Copy to Clipboard -** Click to show a pop-up menu. You can copy the graph as a bitmap or metafile and paste in the clipboard. Or you can also only copy the data and paste elsewhere, e.g. word.
- **Gallery -** Click to show a pop-up menu. You can change the shape of graph by choosing options here.
- **Palette Selector -** Click to show a pop-up menu. You can change the graph line and background color by choosing options here.
- **3D/2D -** You can switch the view of graph between 3D and 2D.
- **Axes Setting -** Click to show a pop-up menu, you can change X and Y axes setting here: show/hide grid, labels, add/remove interlaced, staggered.
- **Point Labels -** Click to show/hide point labels.
- **Data Grid -** Click to show/hide the time series data.
- **Legend Box -** Click to show/hide the legend box.
- **Properties -** Click to show a pop-up window. You can change the graph's color and effect here.
- **Split -** Click to show a pop-up window. You can change the vertical axis location. Default show in left side.

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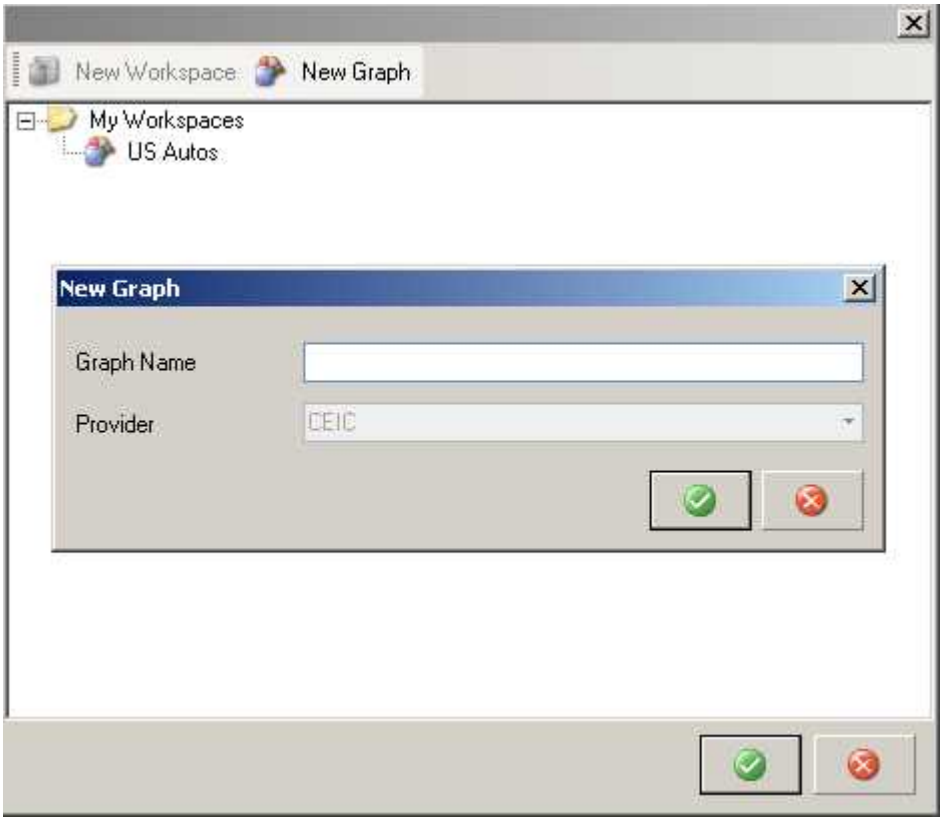
- Download **Download -** Click to download the graph to the excel.
- **Multiple Graphs** - If you are charting more than one series, divide your chart into multiple panes.

Saving Your Graphs

You can save graphs you have created and personalized in Graph Manager to My CDM by clicking **Add to Workspace** and then **New Graph.**



3.1 Set Timeframe

This feature allows you to control the data range to use to plot the graph. Click on the Timeframe button on the left side of the graph in Graph Manager to show the Timeframe settings panel.

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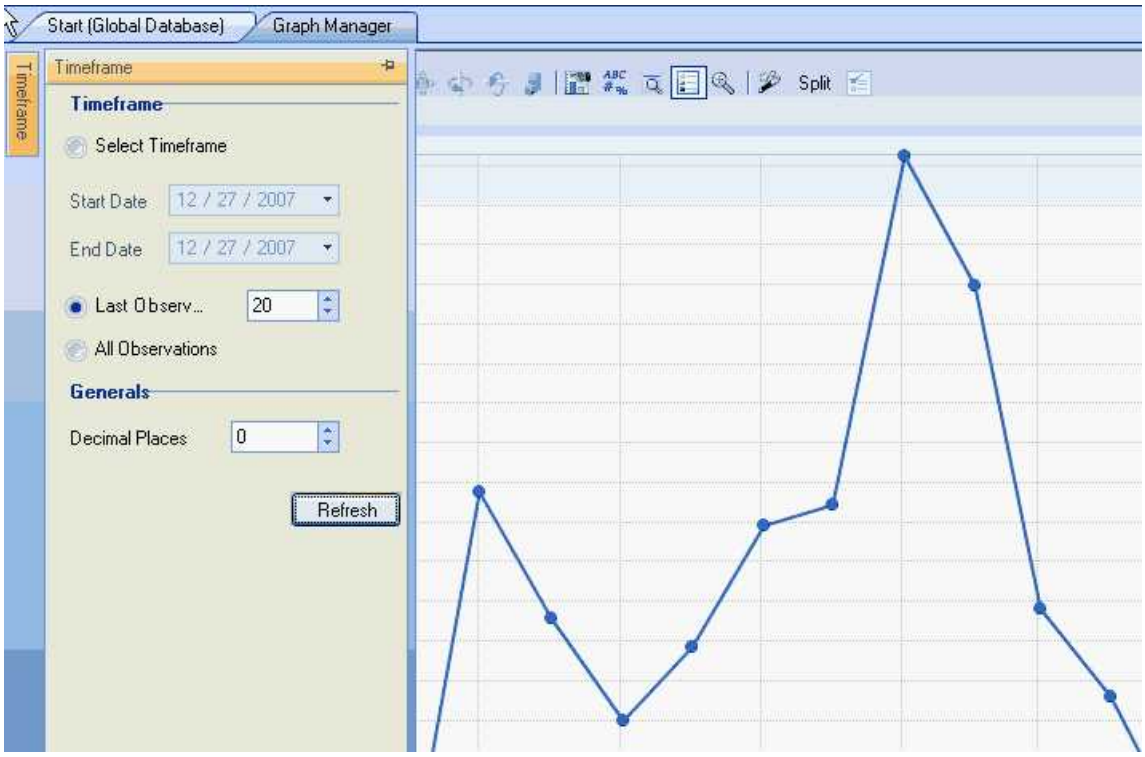

Options

You can specify the data range in three ways:

- Select Timeframe - specify the date range of the observations and use all observations available in this date range

  1. Click on Select Timeframe option. The Start Date and End Date fields will be enabled.

  2. Change the date by typing over the input fields. Or click on the small arrow to the right of the field to bring out the calendar to choose a date.

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- Last Observations - number of observations up to the last observation point being captured in CDM

  1. Click on this option. The input box below it will be enabled.

  2. Specify the number of observations to use by typing over the number in the input box. Or click on the up / down arrows to the right of the input box to increase / decrease the number.

- All Observations - all the observations available in the series will be used to plot the graph

  1. Click on this option.

Refresh Graph

If you want to apply the option changes to the graph you are viewing, click the Refresh button after you change the options as described above.

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4 My CDM

My CDM has these features:

- Let you group series into Workspaces to easier reference
- Has calculation functions that you can apply on your series
- Let you download the series (original and transformed) to Excel
- Let you create graphs with the series (original and transformed)

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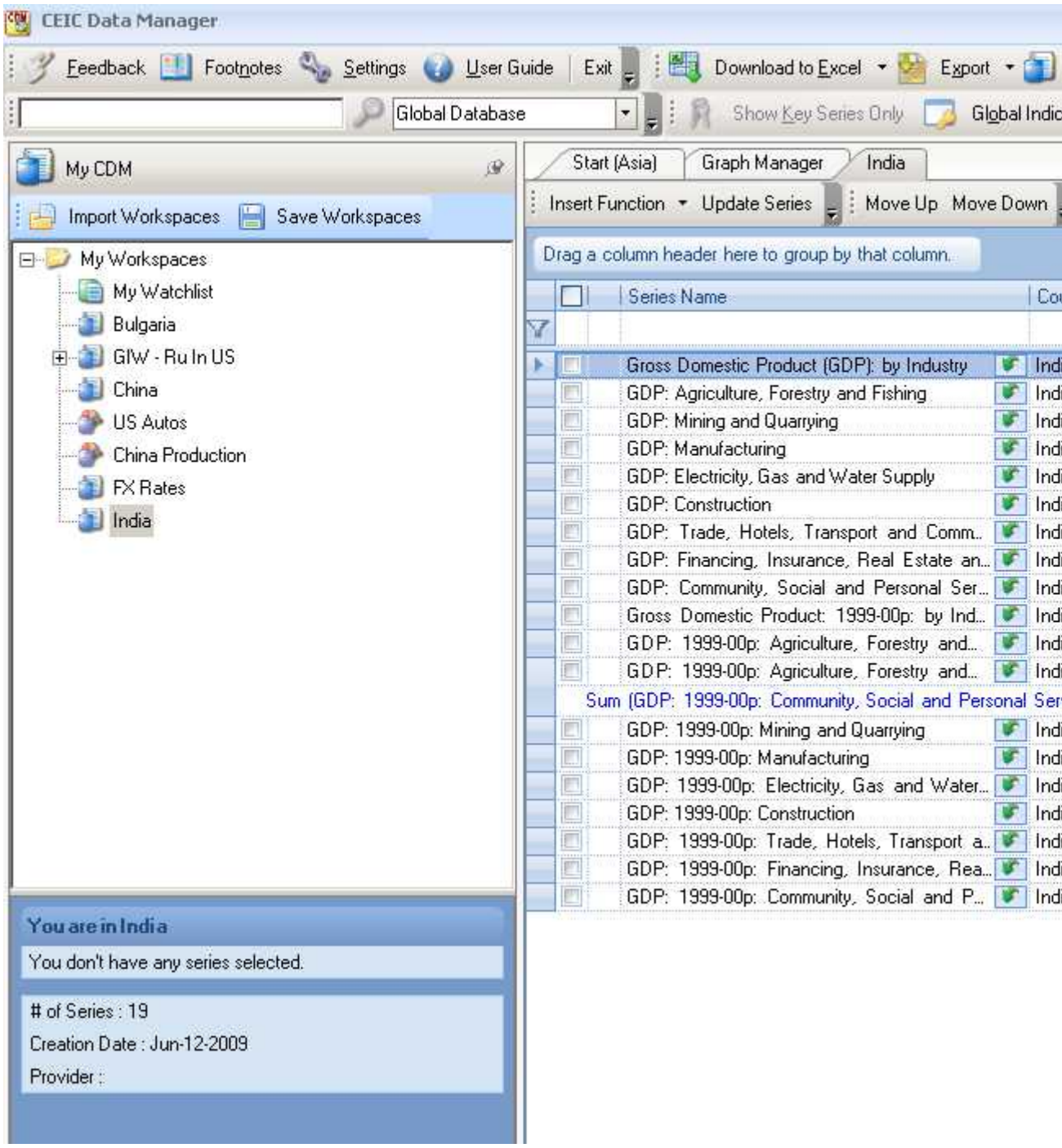

Left Pane - My Workspaces

This pane displays your list of workspace and graphs. Click on a workspace/graph to display the series that are being saved in this workspace/graph in the right pane.

In this pane you can also click on My Watchlist to view the contents of your watchlist.

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Use Import Workspaces and Save Workspaces to share your workspaces with colleagues (Sharing Workspaces).

Right Pane - Series

This pane displays information of the series being saved in the selected workspace/graph. If you click on a series name, sample data and series information will be shown in the quick view pane.

Quick View Pane

When a series is clicked, this section will appear and will display the data of the selected series. Refer to the topic Quick View for more details.

4.1 My Workspaces

The left pane displays your list of workspace and the actions that you can perform on the workspaces and series in the workspaces. Note that you are limited to a maximum of 250 workspaces in My CDM and a maximum of 1000 series in a workspace.

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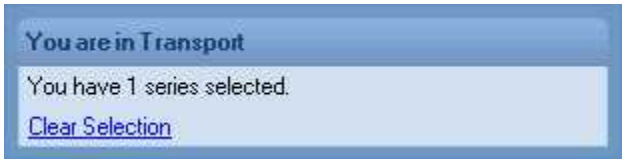
The top part of the left pane is the list of workspace you created.

The box below the workspace list tells you which workspace you are using and whether you have selected any series in this workspace.



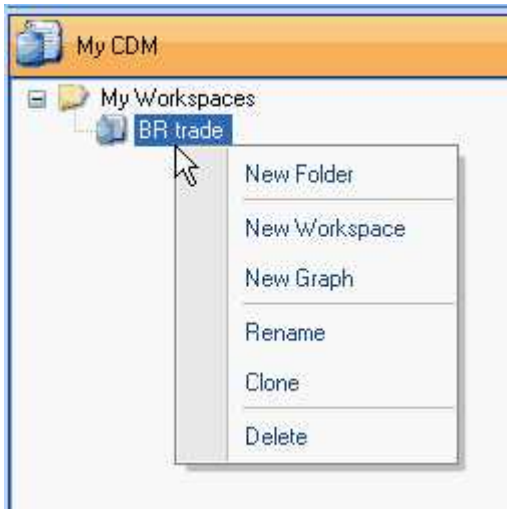
If you have selected one or more series in the right pane, the "Clear Selection" link will be shown. Click on it to clear your selection.

Manage My CDM

There are a few actions you can perform on a workspace or graph:

- Rename Workspace
- Clone Workspace
- Delete Workspace

These actions are accessible through the pop-up menu on the left pane. Right-click on a workspace or graph record to show the pop-up menu.



You can also group your workspaces and graphs in different folders and setup new workspaces and graphs:

- New Folder
- New Workspace
- New Graph

Show Series in Workspace or Graph

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1. Click on the workspace/graph in the My Workspaces list in left pane.

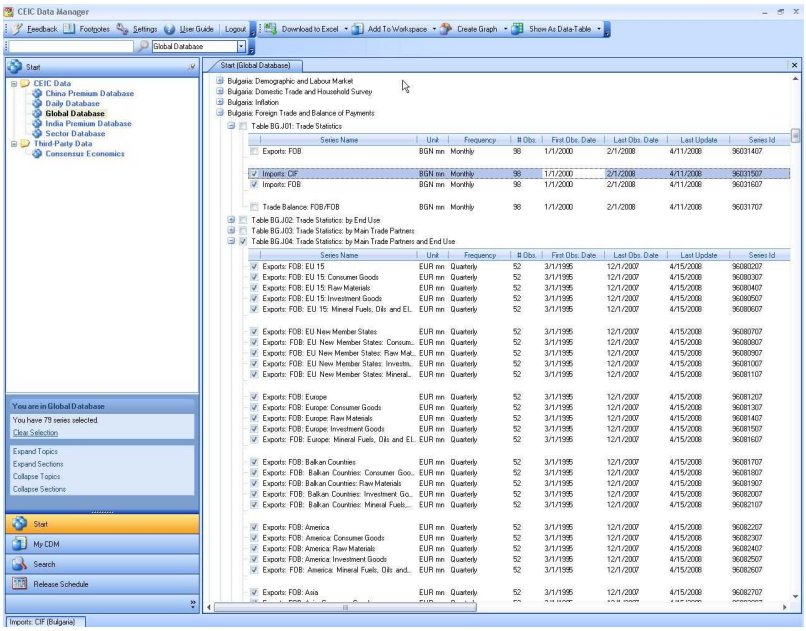
2. The series that are being saved in this workspace/graph will be displayed in the right pane.

4.1.1 Create Workspace

CDM provides a convenient way to save the series you frequently use in My CDM. You can create your own workspaces with the combination of series you desired.

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to add up to 1000 series to any workspace.



3. Click on the Add to Workspace button on the Toolbar

OR

Do a right-click on the right pane to open the pop-up menu, then select Add to Workspace > Checked Series or Highlighted Series

4. The "Add to Workspace" popup window will be opened, select New Workspace and then enter the name of the workspace in the input box. Click OK to save the workspace.

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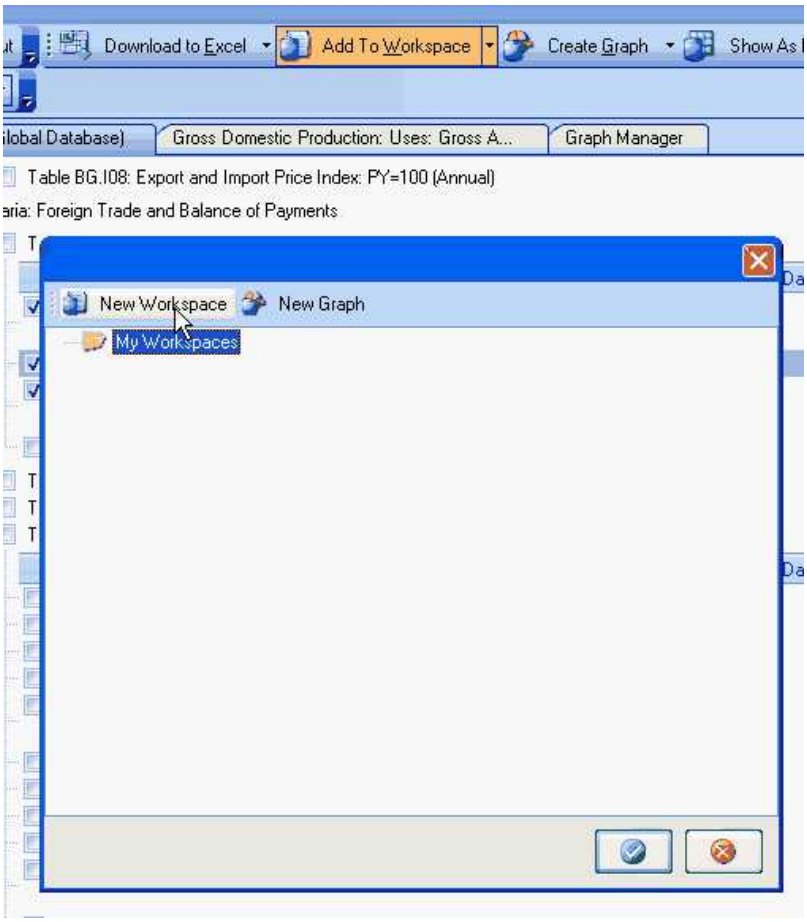
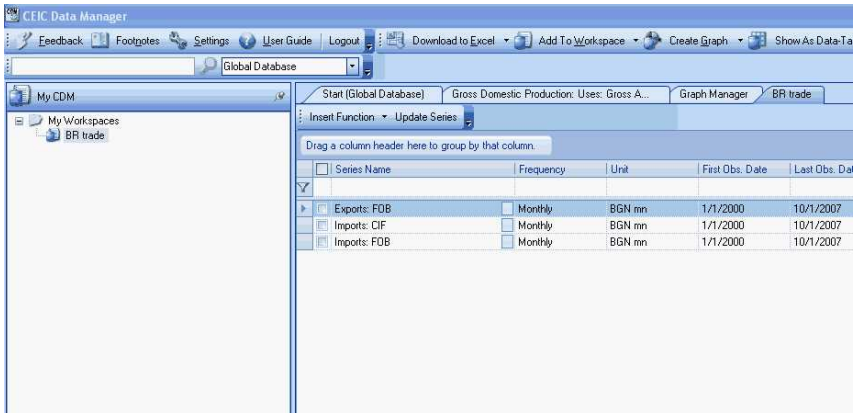


Your workspace is now saved in My CDM, you can see if by switching to the My CDM tab. Apart from Download to Excel and Create Graph, you can also perform other actions on your saved workspaces. For example, you can apply functions to transform the series. The chapter on My CDM - Functions will discuss more about these operations.



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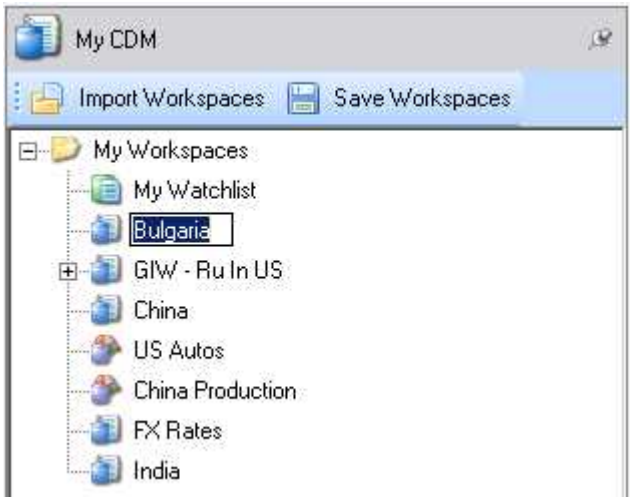
4.1.2 Rename Workspace

You can change the name of a workspace:

1. Right-click on the workspace you want to rename

2. Click on "Rename" in the pop-up menu

3. The workspace name will changed to edit mode. Enter the new workspace name in the input box.



4. Press Enter or tab out of the input box. The name change will take effect immediately.

Note that duplicate workspace or graph names are not allowed.

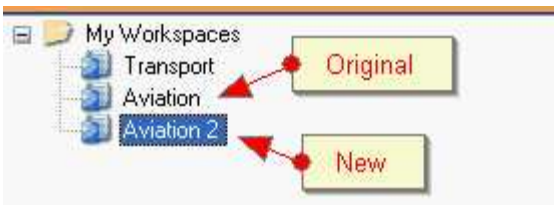
4.1.3 Clone Workspace

You can make a copy of a workspace and save it with a different name:

1. Right-click on the workspace you want to clone

2. Click on "Clone" in the pop-up menu

3. The new workspace will be created and use the original workspace name plus a '2' at the end of the name.



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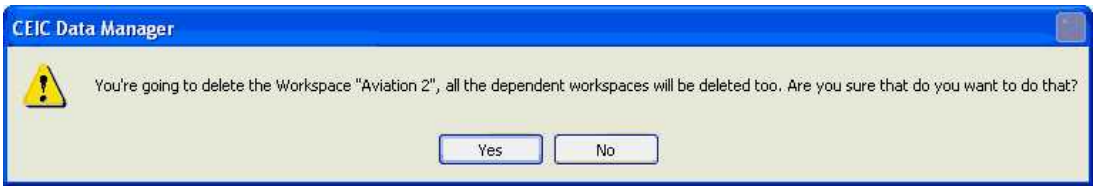
4.1.4 Delete Workspace

You can delete a workspace from the list:

1. Right-click on the workspace you want to delete

2. Click on "Delete" in the Workspace Actions area

3. You will be asked whether you are sure you want to delete.


CEIC Data Manager
You're going to delete the Workspace "Aviation 2", all the dependent workspaces will be deleted too. Are you sure that do you want to do that?
Yes
No

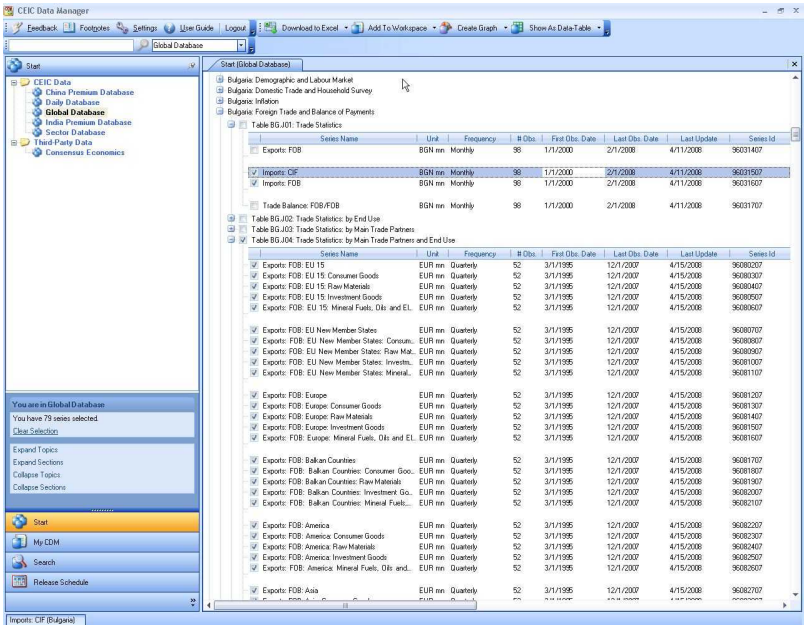
4. Click the Yes button to proceed or the No button to cancel this action.

4.1.5 Add New Series

You can add more series to an existing workspace.

1. You can get to the series you want by navigating through the Series tree in the Start tab. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to add up to 1000 series a workspace.



3. Click on the Add to Workspace button on the Toolbar

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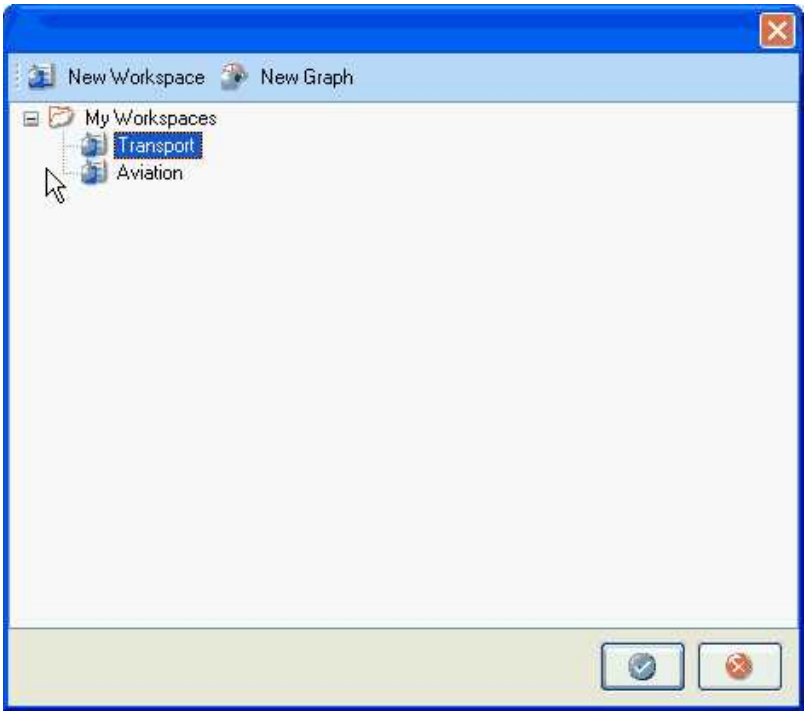
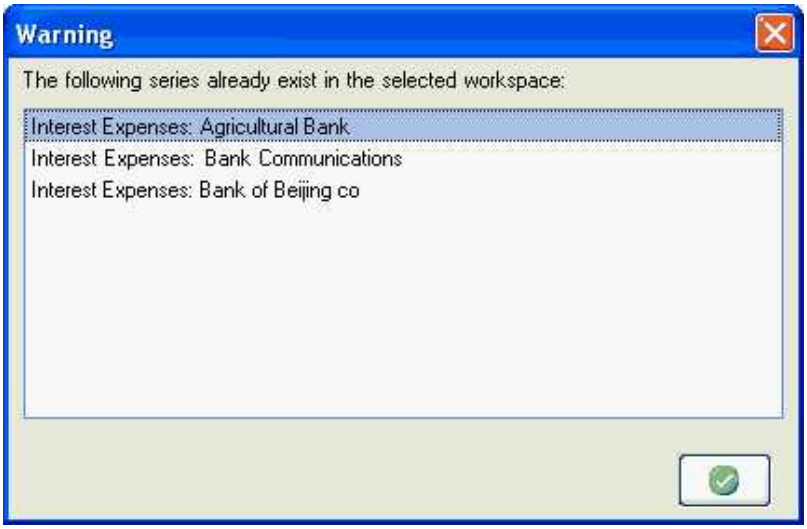
OR

Do a right-click on the right pane to open the pop-up menu, then select Add to Workspace > Checked Series or Highlighted Series

4. The "Add to Workspace" popup window will be opened. Select the workspace you want to add to by clicking on the corresponding row. Click green tick button to proceed or red cross button to cancel this action.



5. If the workspace already have the series you selected, you will get a message prompt. And the series will not be added again.


Warning
The following series already exist in the selected workspace:
Interest Expenses: Agricultural Bank
Interest Expenses: Bank Communications
Interest Expenses: Bank of Beijing co

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4.1.6 Remove Series

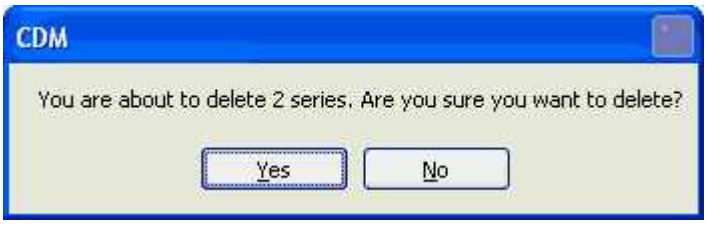
You can remove series from a workspace:

1. Select the workspace from the list in left pane.

2. Select the series you want to remove from the workspace and then do a right-click.

3. Select Delete > Checked Series or Highlighted Series on the pop-up menu.

4. You will be asked whether you are sure you want to delete.



5. Click the Yes button to proceed or the No button to cancel this action.

6. After you clicked Yes, the series will be removed from the selected workspace immediately and cannot be recovered. Note this will only delete the series selection in workspace (it is just a grouping), will not impact the actual series.

4.1.7 Create Folder

You can organize your workspaces and graphs by creating folders/sub-folders in My CDM:

1. Select "My Workspaces" or any workspace/graph that you want to create a folder under.

2. Right-click to open the pop-up menu and select New Folder link

3. Enter the new folder name at the Workspace Classification prompt. Click the green tick button to save or the red cross button to Cancel.

4. The new folder will be created immediately.

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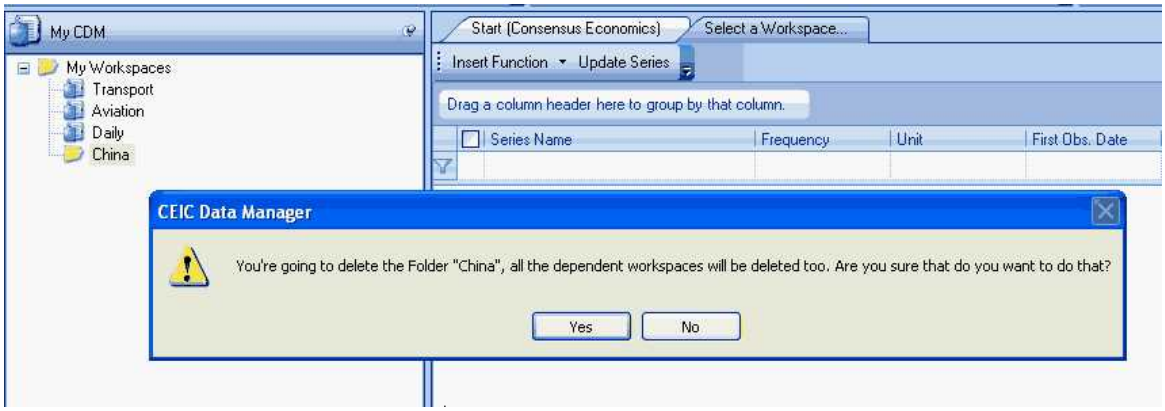
4.1.8 Delete Folder

You can delete your folders in My CDM:

1. Right-click on the folder that you want to delete

2. Select the Delete link on the pop-up menu

3. You will get a prompt to confirm whether you want to proceed. Note that all workspaces, graphs and sub-folders under the selected folder will be deleted as well. Click on the Yes button to proceed or the No button to cancel.



4.1.9 Sharing Workspaces

You can easily share your CDM workspaces with colleagues by saving them as a .cdmw file. This file can then be saved to a shared drive, e-mailed, sent by Skype, etc.

You can also import .cdmw and .cdm files to which you have access.

- Save Workspaces
- Import Workspaces

4.1.9.1 Save Workspaces

To save one or more of your workspaces, click **Save Workspaces** in **My CDM**.

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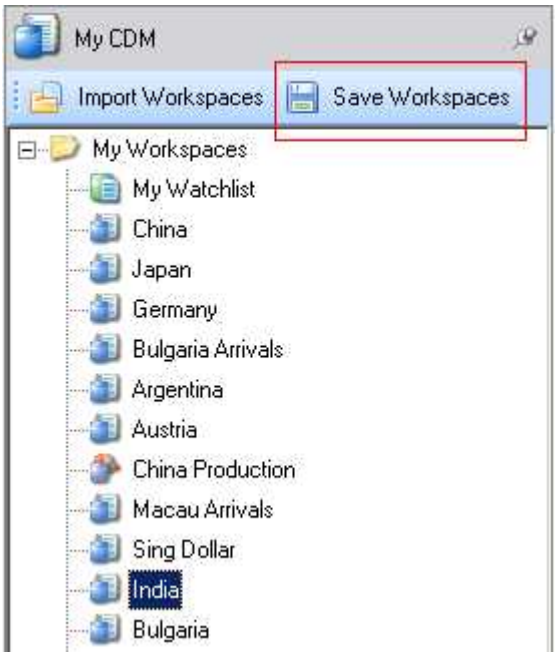
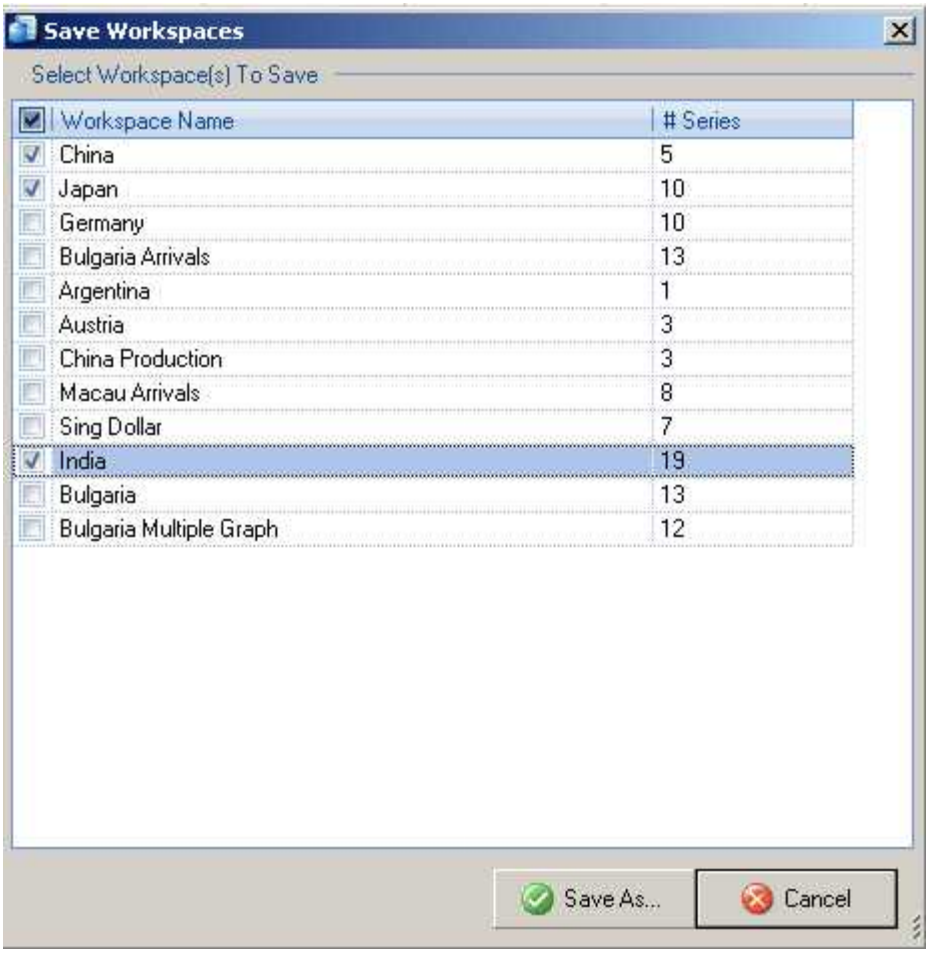


In the dialog box, select the workspaces you wish to share, and click **Save As**.



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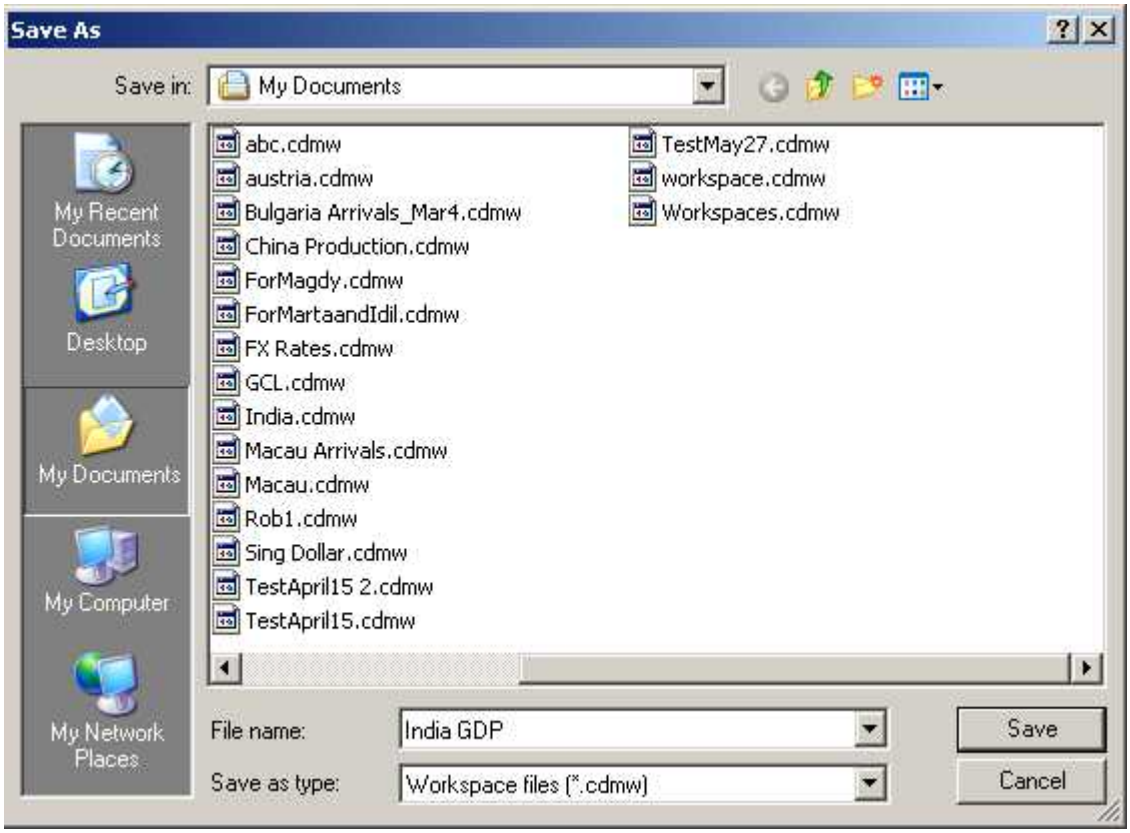
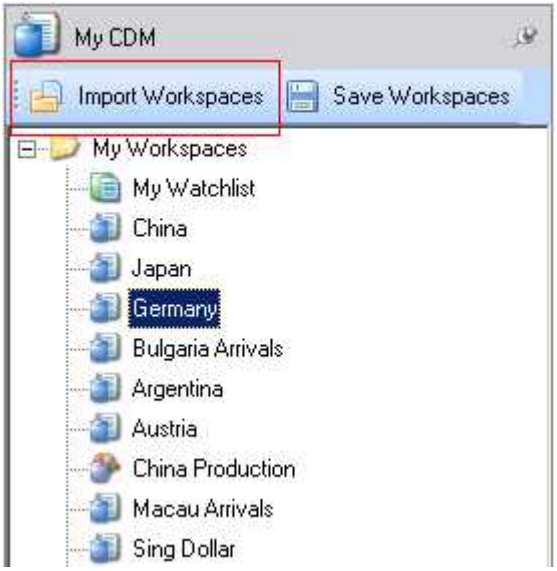
Choose a file name and save location, and click **Save**.



Your .cdmw file is now available to be shared much like you would share a .doc or .xls file.

4.1.9.2 Import Workspaces

To import workspaces colleagues have shared with you, click **Import Workspaces** in My CDM.



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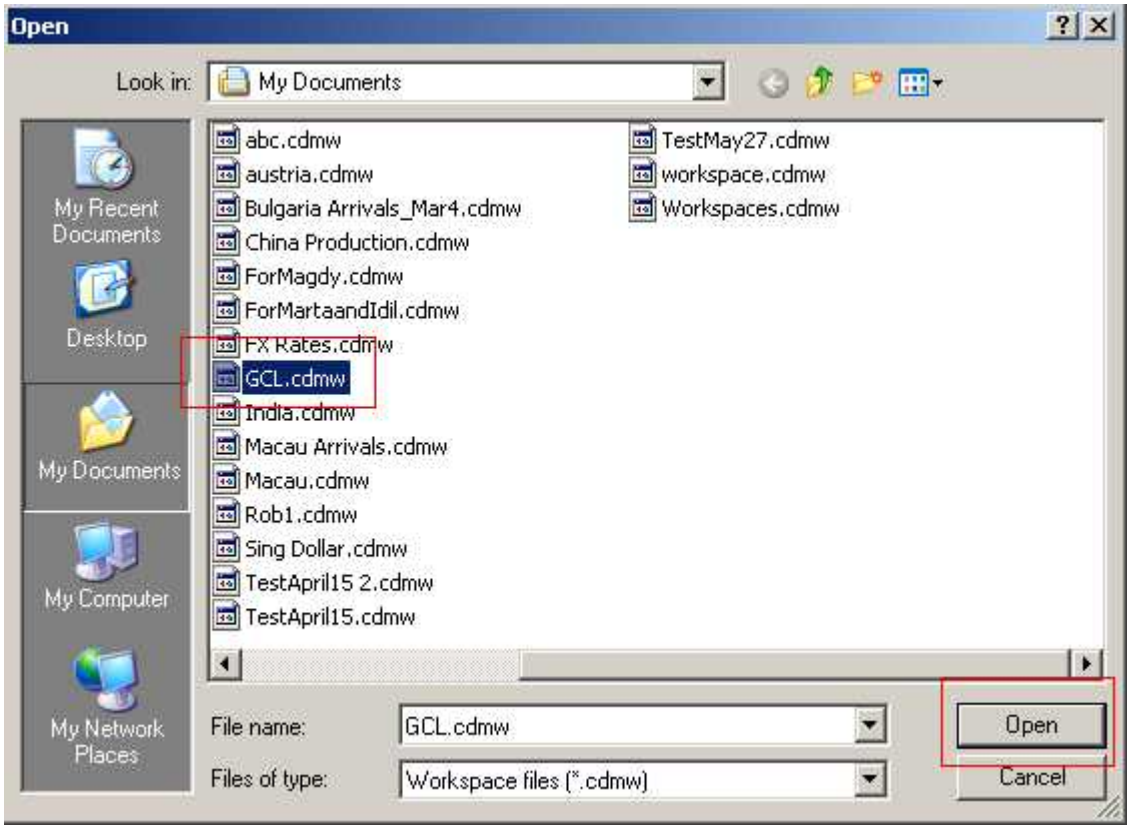
Select the .cdmw file you wish to import, and click **Open**.



The workspaces contained in the file will be added to **My Workspaces**.

You can delete, rename and otherwise manage imported workspaces using My Workspaces functionality.

Note - Workspace Files From Older Versions of CDM.

Note that workspace files from versions of CDM earlier than 2.1 can also be imported, but have the extension **.cdm**

To find these files on your computer, select “All files (*.*)” in the “Files of type:” drop-down in the Open dialog. This will display all files, allowing you to select and open .cdm files.

4.2 My Workspace Series

The right pane is used to show the list of series that are in a workspace. You can manipulate how this list is shown.

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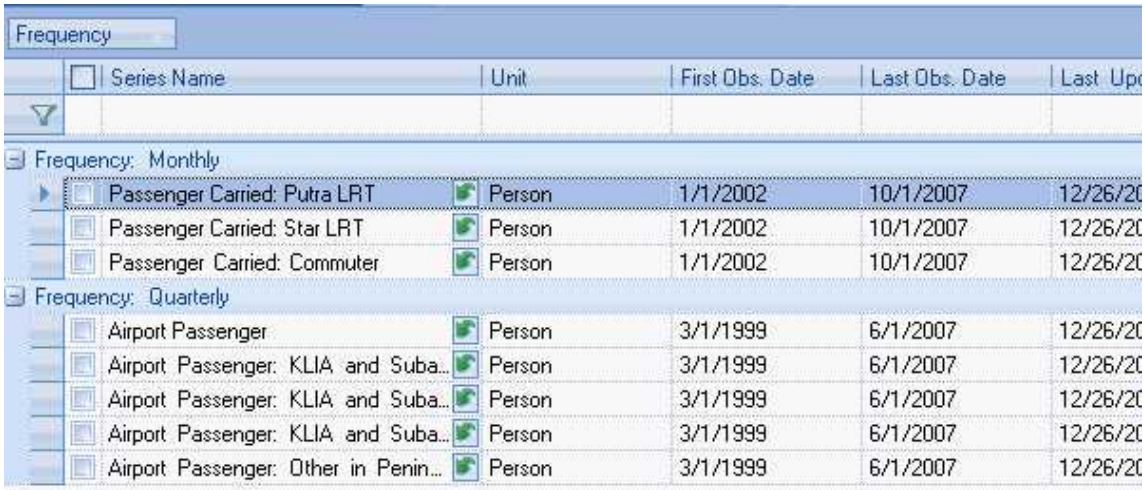
Start (Sector Database)
Transport
Insert Function
Update Series
Drag a column header here to group by that column.
Series Name
Frequency
Unit
First Obs. Date
Last Obs. Date
Last Update...
Country
Series Id
Passenger Carried: Putra LRT Monthly Person 1/1/2002 10/1/2007 12/26/2007 Malaysia 53233902
Passenger Carried: Star LRT Monthly Person 1/1/2002 10/1/2007 12/26/2007 Malaysia 53234002
Passenger Carried: Commuter Monthly Person 1/1/2002 10/1/2007 12/26/2007 Malaysia 53234102
Airport Passenger Quarterly Person 3/1/1999 6/1/2007 12/26/2007 Malaysia 32780001
Airport Passenger: KLIA and Suba... Quarterly Person 3/1/1999 6/1/2007 12/26/2007 Malaysia 32780101
Airport Passenger: KLIA and Suba... Quarterly Person 3/1/1999 6/1/2007 12/26/2007 Malaysia 32780201
Airport Passenger: KLIA and Suba... Quarterly Person 3/1/1999 6/1/2007 12/26/2007 Malaysia 32780301
Airport Passenger: Other in Penin... Quarterly Person 3/1/1999 6/1/2007 12/26/2007 Malaysia 32780501

4.2.1 Update Series

You can refresh the information on the series list by clicking the "Update Series". The series list in the current workspace will be refreshed with latest information.

4.2.2 Series Grouping

You can group the series by different columns in the list. Drag the column heading to the grouping bar (gray area below the workspace name).


Frequency
Series Name
Unit
First Obs. Date
Last Obs. Date
Frequency: Monthly
Passenger Carried: Putra LRT Person 1/1/2002 10/1/2007
Passenger Carried: Star LRT Person 1/1/2002 10/1/2007
Passenger Carried: Commuter Person 1/1/2002 10/1/2007
Frequency: Quarterly
Airport Passenger Person 3/1/1999 6/1/2007
Airport Passenger: KLIA and Suba... Person 3/1/1999 6/1/2007
Airport Passenger: KLIA and Suba... Person 3/1/1999 6/1/2007
Airport Passenger: KLIA and Suba... Person 3/1/1999 6/1/2007
Airport Passenger: Other in Penin... Person 3/1/1999 6/1/2007

You can change the sort order of the group by clicking on the arrow to the right of the group name.

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You can also define sub-group by dragging more column headers to the grouping bar like the example below.

4.2.3 Jump to Series Tree

There is a small green arrow to the right of the series name which can bring you to the Table that the series belong to in the Series Tree in Start tab.

The particular series will also be selected on the Series Tree like the example shown below.

4.2.4 Rename Series

You can change the name of the series that are being saved in your workspaces. (Not applicable for series in Start tab)

1. Click on the name of the series you want to change, the Series Name cell will change to edit mode.

2. After changing the name, simply click on another cell to leave the edit mode.

4.2.5 Change Column Ordering

You can change the order of the columns by dragging the column heading to the position you want.

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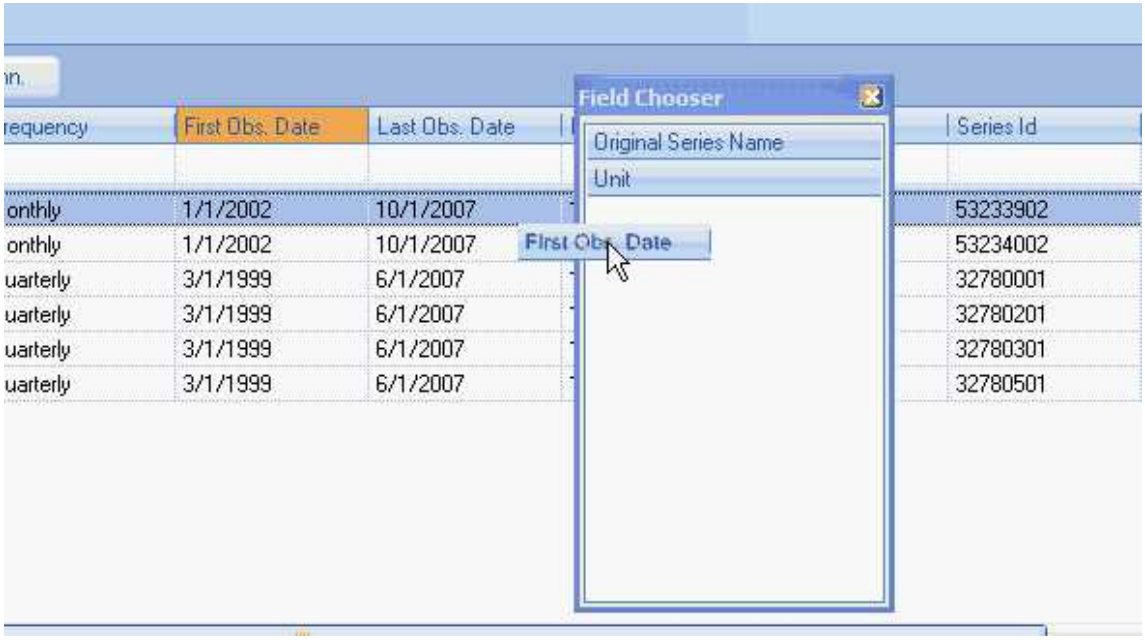
4.2.6 Show/Hide Column

Some of the columns can be added or removed. Right-click on the grouping bar to open the Field Chooser pop-up box.



The box shows the columns that are being hidden. Double-click on the column to show it in the list and drag & drop it to the location you want.

To hide a column, drag the column heading and drop into the Field Chooser box.

Note that the "Series Name" column cannot be hidden.

4.2.7 Copy Series List

You can make a copy of all the information shown in the list. Note this only copy the values in the list as text.

1. Right-click any where on the series list, a pop-up menu will be opened.

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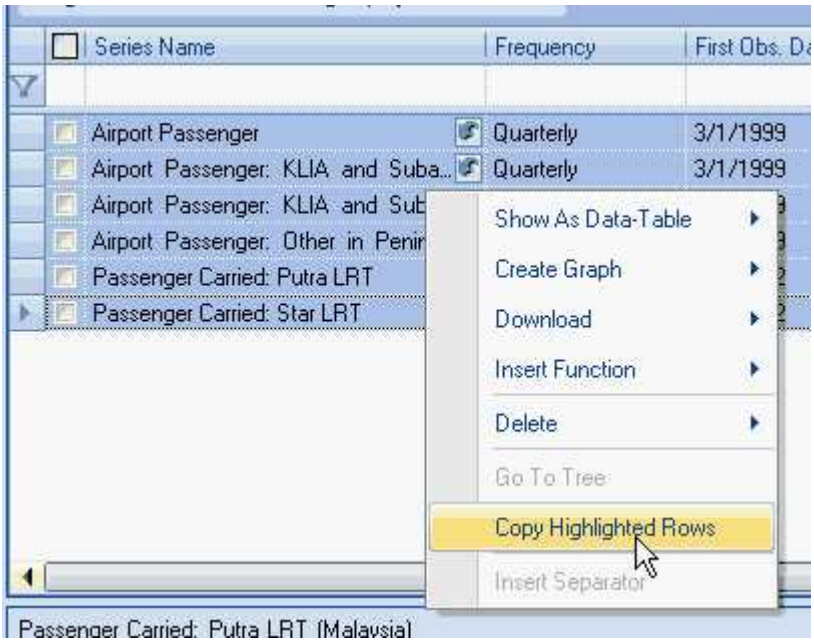


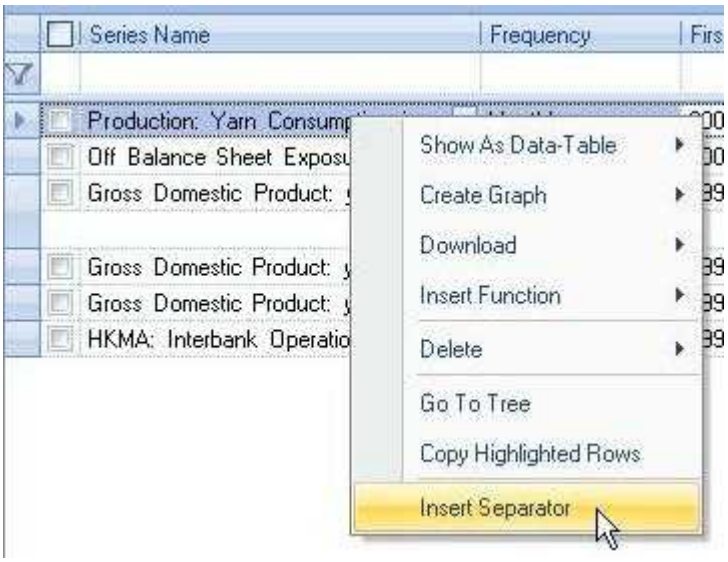
2. Select the Copy Highlighted Rows link.

3. Then use Windows' paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

4.2.8 Insert/Remove Separator

You can insert/remove a blank row between two series. (Not applicable for series in Start tab)

1. Right-click any where on the highlighted series list, a pop-up menu will be opened.



2. Select the Insert Separator link.

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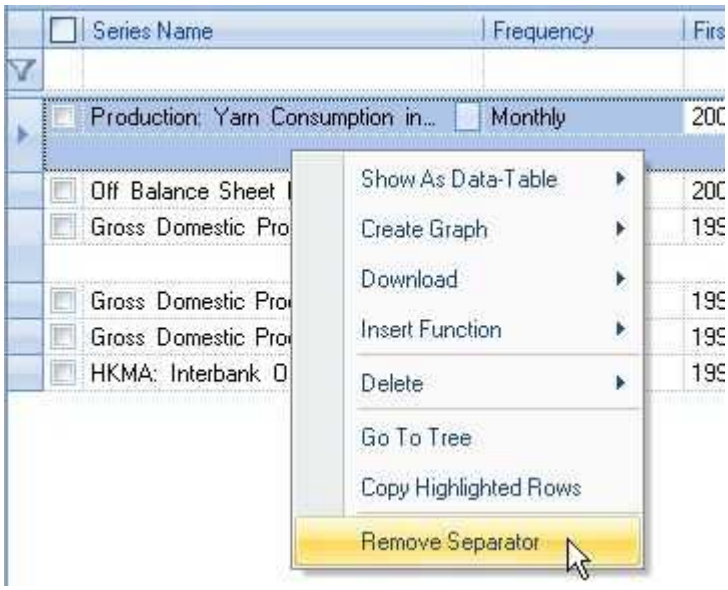
3. A blank row will be inserted under the series to separate two series.

The inserted row can be removed by selecting Remove Separator link under the pop-up menu.



4.3 My Graph

You can create graphs with selected series and store them in My CDM.

4.3.1 Create Graph

You can create graph with the combination of series you desired.

1. Get to the series you want at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table.

2. Click on the Create Graph button on the Toolbar

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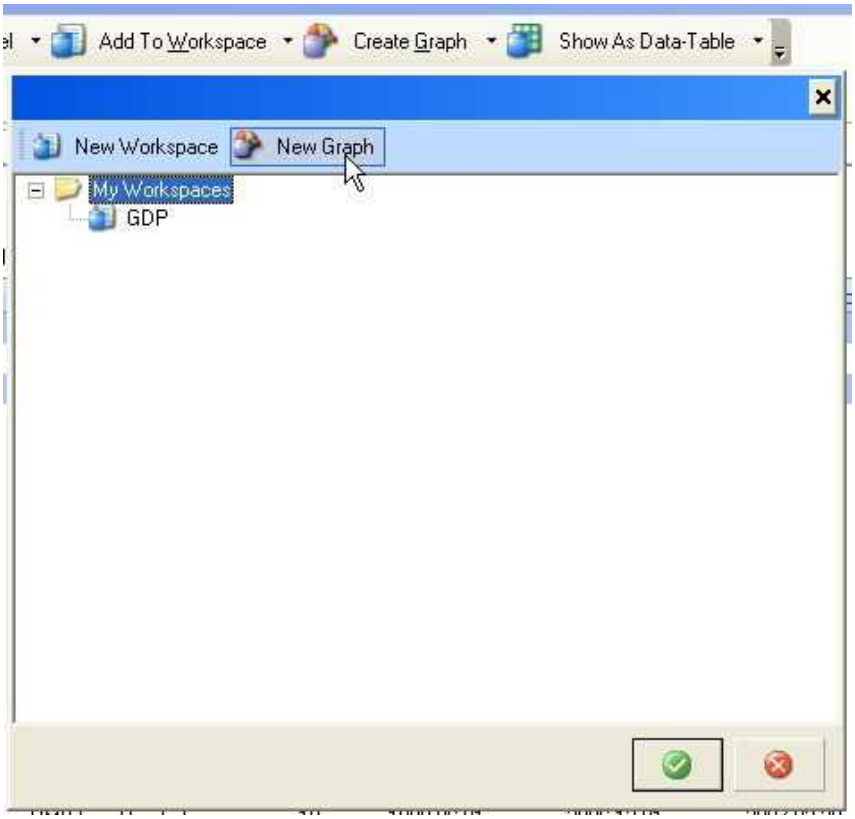
OR

Do a right-click on the right pane to open the pop-up menu, then select Add to Workspace > Checked Series or Highlighted Series

3. A popup window will be opened, select New Graph and then enter the name of the graph in the input box. Click OK to save the graph.



4. The graph is now saved in My CDM, you can see if by switching to the My CDM tab. You can also make use of the graph functions to view those data in a convenient way, e.g. Point labels, Data grid. Tool tips will be provided when mouse over the button.

You may chose to view only the graph in My CDM, only the data series, or both graph and series.

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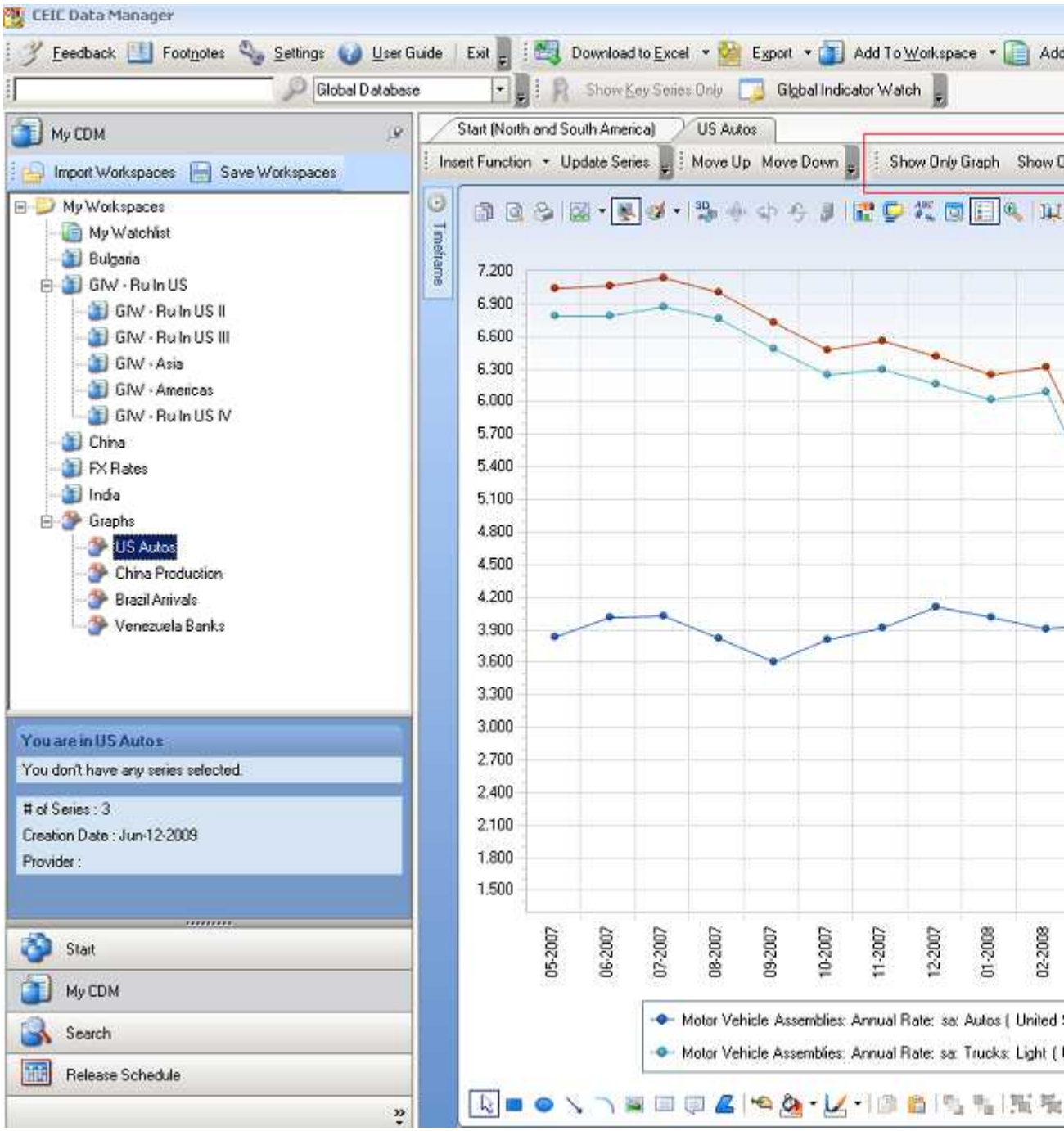

4.3.2 Rename Graph

You can change the name of a graph:

1. Right-click on the graph you want to rename
2. Click on "Rename" in the pop-up menu
3. The graph name will changed to edit mode. Enter the new graph name in the input box.

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4. Press Enter or tab out of the input box. The name change will take effect immediately.

Note that duplicate workspace or graph names are not allowed.

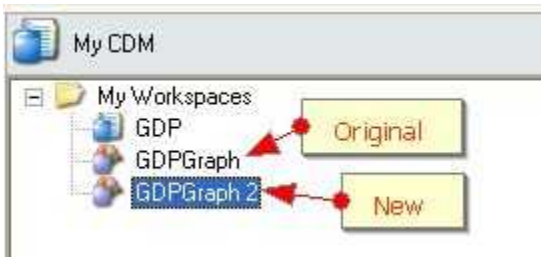
4.3.3 Clone Graph

You can make a copy of a graph and save it with a different name:

1. Right-click on the graph you want to clone

2. Click on "Clone" in the pop-up menu

3. The new graph will be created and use the original graph name plus a '2' at the end of the name.



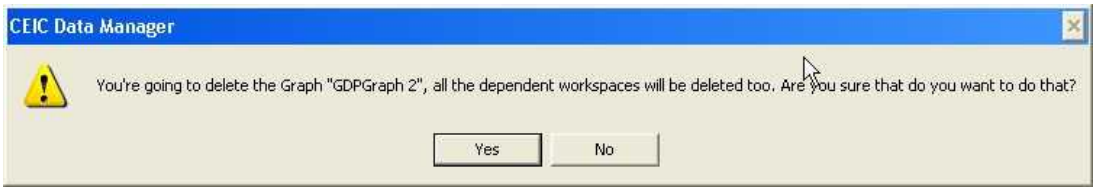
4.3.4 Delete Graph

You can delete a graph from the list:

1. Right-click on the graph you want to delete

2. Click on "Delete" in the pop-up menu

3. You will be asked whether you are sure you want to delete.


CEIC Data Manager
You're going to delete the Graph "GDPGraph 2", all the dependent workspaces will be deleted too. Are you sure that do you want to do that?
Yes
No

4. Click the Yes button to proceed or the No button to cancel this action.

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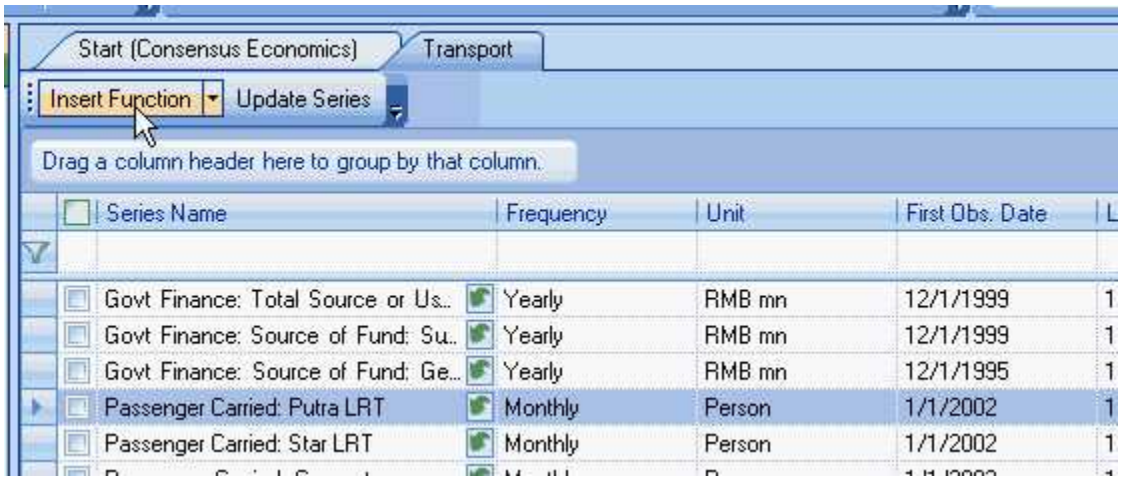
4.4 Functions

CDM has a number of functions that you can apply on a series to transform it. You can use the transformed series to create graph or download the data to Excel.

You can access the functions from the right pane in My CDM.



You can also trigger the Function list from the pop-up menu on the right pane. Right-click on the right pane, select Insert Function link > Checked Series or Highlighted Series, then the function list will be shown.

Apply Functions to Series

Before you use these functions, you need to select the series you want to apply on and it can be done on one or more series at one time. You can only apply up to 3 functions on a series.

1. Select the workspace from the list in left pane.

2. Select one or more series in the right pane.

3. Click on Insert Function > Checked Series or Highlighted Series to open the Function pop-up window.

4. Depending on the function, you may be asked to enter parameters and/or select options. The next sections will explain the different functions in more details.

5. After you entered the required information, click the OK button to transform the series. The transformed series will be added after the original series in the series list. The name of the function being applied will be appended to the series name to distinguish it from the original series. Also, function information will be shown in a separate row under the transformed series.

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Apply Functions to Transformed Series

You can also apply functions on a transformed series. You can only apply up to 3 functions on a series.

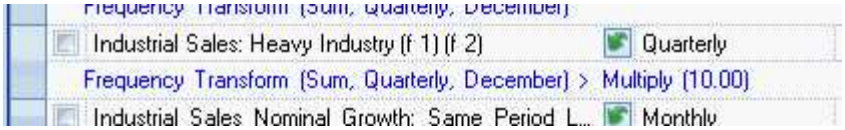
1. Select one or more transformed series in the right pane.

2. Click on the function you want to use in the Functions list in left pane.

3. Depending on the function, you may be asked to enter parameters and/or select options. The next sections will explain the different functions in more details.

4. After you entered the required information, click the OK button to transform the series. The transformed series will be added after the original series. The name of the function being applied will be appended to the series name to distinguish it from the original series. Also, function information will be shown in a separate row under the series.

In the example below, "Accumulate" is first applied , then is "Multiply".


Industrial Sales: Heavy Industry (f 1) (f 2)
Quarterly
Frequency Transform (Sum, Quarterly, December) > Multiply (10.00)
Industrial Sales Nominal Growth: Same Period L...
Monthly

The function information row also show what parameters are used.

4.4.1 Accumulate

This "Accumulate" function is used to calculate the cumulative sum-to-date of a selected series. This function does not require any parameter.

Reference:

Function	Formula
Accumulate	$f(x_n) = \begin{cases} \textbf{Null} & \text{if } x_n \text{ is null} \\ \textbf{Null} & \text{if any preceding elements } (x_1, x_2, x_3, \ldots x_n) \text{ is / are missing} \\ \sum_{i=1}^{n} x_i & \text{if all } (x_1, x_2, x_3, \ldots x_n) \text{ are not missing} \end{cases}$

Note: If any preceding element(s) is/are missing in the row, for all elements afterward the result should be all Null.

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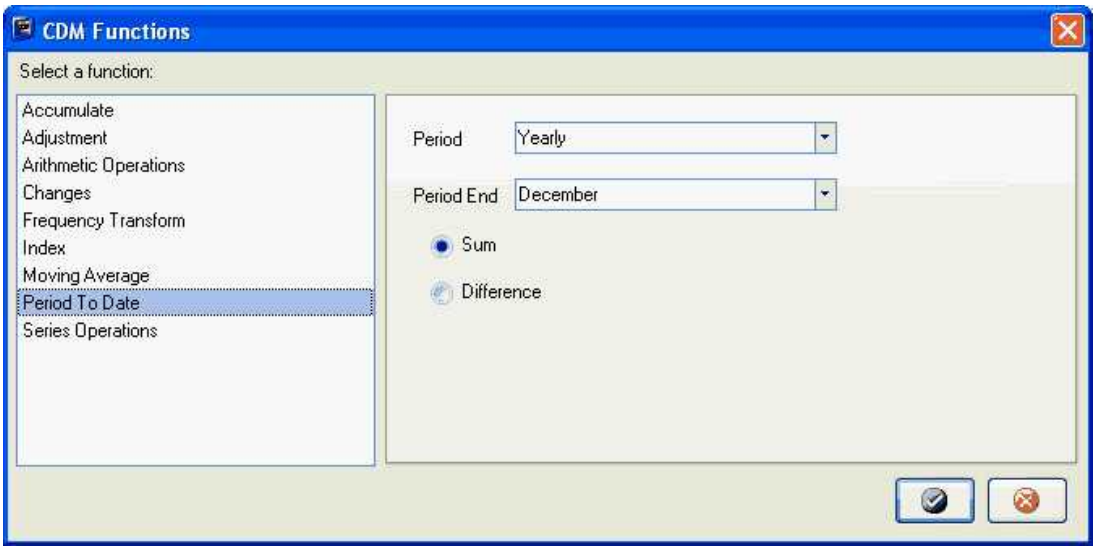
4.4.2 Period to Date

The Period To Date function is used to calculate the period-to-date summation, or to derive the period-end difference of a selected series, over intervals corresponding to the designated frequency.

You can only apply a frequency lower than that of the original series. For example, if the original series is Monthly, you can use Period = Quarterly or Yearly.

1. Select Period To Date from CDM Functions window.



2. In the Period drop-down box, select the frequency

3. Depend on the frequency you chose, the Period End drop-down box will be loaded with different values.

For example, if you selected Weekly for frequency, the Period End box will be loaded with day of week values as shown below.

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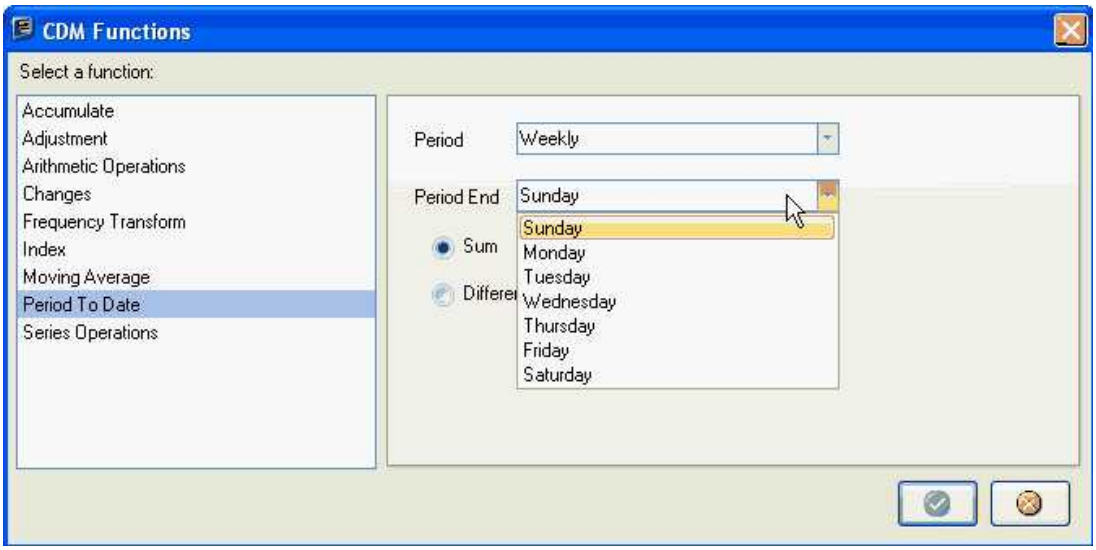

4. Click on Sum or Difference to choose whether to calculate the sum or difference.

5. Click on the green tick button to proceed or the red cross button to cancel the operation.

6. If your selected frequency is not applicable for the selected series, you will receive a message prompt which list out the series that it cannot apply on. Click the green tick button to return to the previous step and change your selection.

Note that if you have selected more than one series but the selected parameters do not work on one of the series, CDM will give you the above prompt and after you clicked OK, it transforms the series that works with the parameters and do not bring you back to the previous step.

Reference:

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Function	Formula
Sum Period-end → Period-to-date	$f(x_{mn}) = \begin{cases} \text{Null} & x_{mn} \text{ is Null.} \\ \text{Null} & \text{if any elements } (x_{m1}, x_{m2}, \ldots, x_{mn-1}) \text{ is / are missing.} \\ \sum_{j=1}^{n} x_{mj} & \text{if all components are not missing} \end{cases}$
Difference Period-end ← Period-to-date	$f(x_{mn}) = \begin{cases} \text{Null} & \text{if either } x_{mn} \text{ or } x_{m(n-1)} \text{ is null or missing} \\ x_{m1+i} & \text{where } x_{m1+i} \text{ is the closest non-null element, if } x_{m1}, x_{m1+1}, x_{m1+2} \ldots \text{ is null.} \\ x_{mn} - x_{m(n-1)} & \text{if } n > 1 \end{cases}$

Note: **Xmj** indicate the value of the **j**th observation in **m**th period, e.g. **X21** is the first observation in the 2nd quarter period.

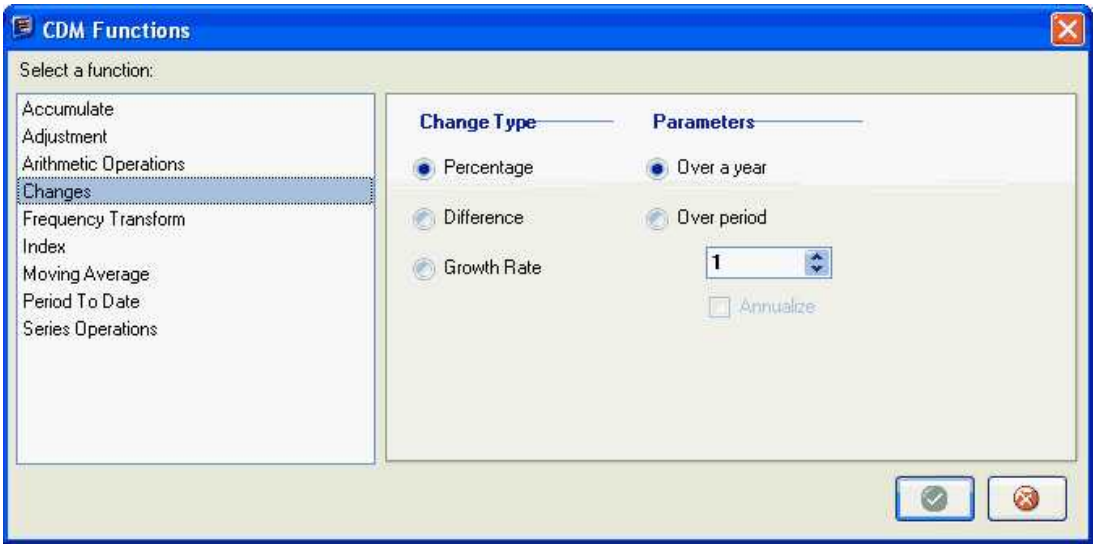
4.4.3 Changes

This function is used to calculate the percentage changes, absolute difference or logarithmic difference (exponential growth) of a selected series over a period of time or over a year earlier.

When calculating a "Over a year" change, CDM automatically set the time lag to the number of period within a year for the frequency of the selected series.

“Over period” is to calculate a period-on-period change with user defined time lag. The annualized growth of the defined period can be obtained by checking the “Annualize” checkbox.

1. Select "Changes" from CDM Functions window.



2. Select the Change Type

3. Select the parameters - Over a year or Over period. If you select "Over period", then the input box for time lag and the "Annualize" checkbox will be enabled.

4. Click on the green tick button to proceed or the red cross button to cancel the operation.

After the transformed series is created, you will see it at the bottom of the series list. In the example below, it shows that the change type is "Percentage" and it is "Over a year"

Reference:

Function	Formula
Percentage Change	$f(X_i) = \begin{cases} \text{Null} & \text{if (1) } X_i \text{ or } X_{i-t} \text{ is null / missing OR (2) } X_{i-t} = 0 \text{ OR (3) } X_i \text{ \& } X_{i-t} \text{ have different sign} \\ 100 * \left[\frac{(X_i - X_{i-t})}{X_{i-t}} \right] & \text{if (1) } X_i \text{ and } X_{i-t} \text{ is not null nor missing AND (2) } X_i \text{ and } X_{i-t} \text{ have same sign} \end{cases}$
Difference	$f(X_i) = \begin{cases} \text{Null} & \text{if } X_i \text{ or } X_{i-t} \text{ is null / missing} \\ X_i - X_{i-t} & \text{if } X_i \text{ \& } X_{i-t} \text{ is not null nor missing} \end{cases}$
Exponential Growth Rate	$f(X_i) = \begin{cases} \text{Null} & \text{if (1) } X_i \text{ or } X_{i-t} \text{ is null / missing OR (2) } X_{i-t} = 0 \text{ OR (3) } X_i \text{ \& } X_{i-t} \text{ have different sign} \\ 100 * \text{Ln}(X_i / X_{i-t}) & \text{if (1) } X_i \text{ and } X_{i-t} \text{ is not null nor missing AND (2) } X_i \text{ and } X_{i-t} \text{ have same sign} \end{cases}$

Note: For <Parameters> Over a year, t = N (refer to the table below)
For <Parameters> Over a period, t = 1, 2, 3 ...

Series Frequency	Number of period within a year (N)
Annual / Yearly	1
Semiannual	2
Quarterly	4
Monthly	12
Weekly	52
Weekday	260
Everyday	365

Annualize

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Function	Formula
Percentage Change	$f(x_i, t) = \begin{cases} \text{Null} & \text{if (1) } x_i \text{ or } x_{i-t} \text{ is null / missing OR (2) } x_{i-t} = 0 \text{ OR (3) } x_i \text{ \& } x_{i-t} \text{ have different sign} \\ 100 * \left\{ \left[\frac{x_i}{x_{i-t}} \right]^{N/t} - 1 \right\} & \text{if (1) } x_i \text{ and } x_{i-t} \text{ is not null nor missing AND (2) } x_i \text{ and } x_{i-t} \text{ have same sign} \end{cases}$
Difference	$f(x_i, t) = \begin{cases} \text{Null} & \text{if } x_i \text{ or } x_{i-t} \text{ is null / missing} \\ (x_i - x_{i-t}) * (N/t) & \text{if } x_i \text{ \& } x_{i-t} \text{ is not null nor missing} \end{cases}$
Exponential Growth Rate	$f(x_i, t) = \begin{cases} \text{Null} & \text{if (1) } x_i \text{ or } x_{i-t} \text{ is null / missing OR (2) } x_{i-t} = 0 \text{ OR (3) } x_i \text{ \& } x_{i-t} \text{ have different sign} \\ 100 * \text{Ln}(x_i / x_{i-t}) * (N/t) & \text{if (1) } x_i \text{ and } x_{i-t} \text{ is not null nor missing AND (2) } x_i \text{ and } x_{i-t} \text{ have same sign} \end{cases}$

where

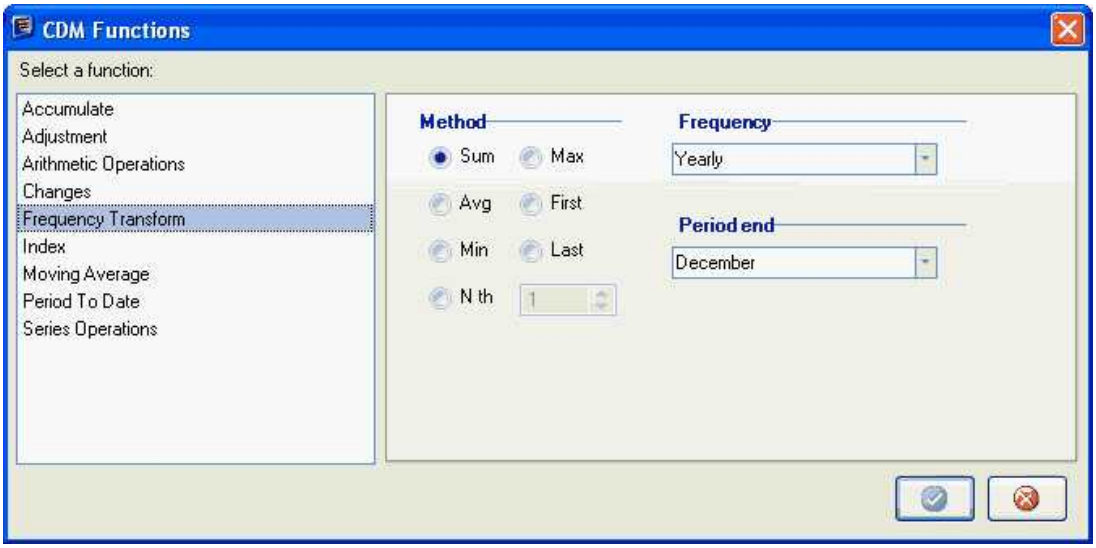
t is Time Lag.

Note: The field 'Time Lag' and the 'Annualized' check box only apply with option 2 'Over a period'.

4.4.4 Frequency Transform

This function is used to generate an aggregate figure of a selected series from its original frequency to a new frequency. You can only apply a frequency lower than that of the original series. For example, if the original series is Monthly, you can use Period = Quarterly or Yearly.

1. Select "Frequency Transform" from the CDM Functions list.



2. Select the calculation method.

3. Select a frequency from the Frequency drop-down box. Depend on the frequency you chose,

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the Period End drop-down box will be loaded with different values. For example, if you selected Weekly for frequency, the Period End box will be loaded with day of week values.

4. Click on the green tick button to proceed or the red cross button to cancel the operation.

5. If you selected frequency is not applicable for the selected series, you will receive a message prompt which list out the series that it cannot apply on. Click the green tick button to return to the previous step and change your selection.

Note that if you have selected more than one series but the selected parameters do not work on one of the series, CDM will give you the above prompt and after you clicked the green tick button, it transforms the series that works with the parameters and do not bring you back to the previous step.

Reference:

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Method	Formula
Sum	$y_m = f(x_{mn}) \begin{cases} \textbf{Null} & \text{if one of the observation } (x_{m1}, x_{m2}, \ldots, x_{mj}) \text{ is missing} \\ \sum_{j=1}^{P} x_{mj} & \text{if all components are not missing} \end{cases}$
Average	$y_m = f(x_{mn}) \begin{cases} \textbf{Null} & \text{if one of the observation } (x_{m1}, x_{m2}, \ldots, x_{mj}) \text{ is missing} \\ \sum_{j=1}^{P} x_{mj} / P & \text{if all components are not missing} \end{cases}$
Max	$y_m = \text{Max}\ \{x_{m1}, x_{m2}, x_{m3}, \ldots, x_{mN}\}$
Min	$y_m = \text{Min}\ \{x_{m1}, x_{m2}, x_{m3}, \ldots, x_{mN}\}$
First	$y_m = \begin{cases} \textbf{Null} & \text{if } x_{m1} \text{ is missing} \\ x_{m1+i} & \text{where } x_{m1+i} \text{ is the closest non-null element, if } x_{m1}, x_{m1+1}, x_{m1+2} \ldots \text{ is null} \\ x_{m1} & \text{if } x_{m1} \text{ is not null} \end{cases}$
Last	$y_m = \begin{cases} \textbf{Null} & \text{if } x_{mP} \text{ is missing} \\ x_{mP-i} & \text{where } x_{mP-i} \text{ is the closest non-null element, if } x_{mP}, x_{mP-1}, x_{mP-2} \ldots \text{ is null} \\ x_{mP} & \text{if } x_{mP} \text{ is not null nor missing} \end{cases}$
N^{th}	$y_m = \begin{cases} \textbf{Null} & \text{if } x_{mN} \text{ is missing} \\ x_{mN+i} & \text{where } x_{mN+i} \text{ is the closest non-null element, if } x_{mN}, x_{mN+1}, x_{mN+2} \ldots \text{ is null} \\ x_{mN} & \text{if } x_{mN} \text{ is not null nor missing} \end{cases}$

where

M is the Method.

P is the Period End.

4.4.5 Index

The Index function is used to convert a series into a index number using the base period and base value specified.

1. Select "Index" function from CDM Functions list.

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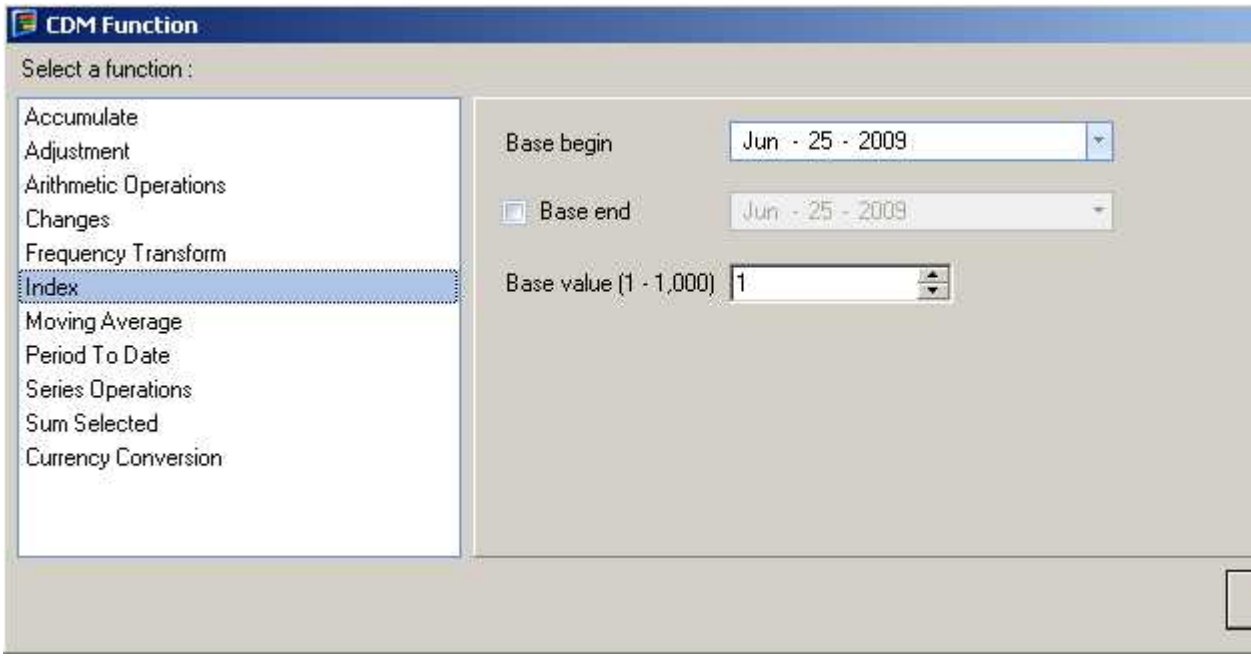

2. In the Base Begin field, type over the value in the input box (by default, it is the current date), or click on the down arrow to the right of the input box and select a date from the pop-up calendar.

3. If you want to specify a time period, check the box beside Base End field and the input box will be enabled. Type over the value in the input box (by default, it is the current date), or click on the down arrow to the right of the input box and select a date from the pop-up calendar. If you do not specify the Base End date, only one base period is use which is the Base Begin date.

4. Enter the Base Value to use. It must be between 1 to 1000 and the default is 100.

5. Click on the green tick button to proceed or the red cross button to cancel the operation.

6. If you selected dates that do not fall between the first and last observation dates, you will receive a message prompt which list out the series that it cannot apply on. Click green tick button to return to the previous step and change your selection.

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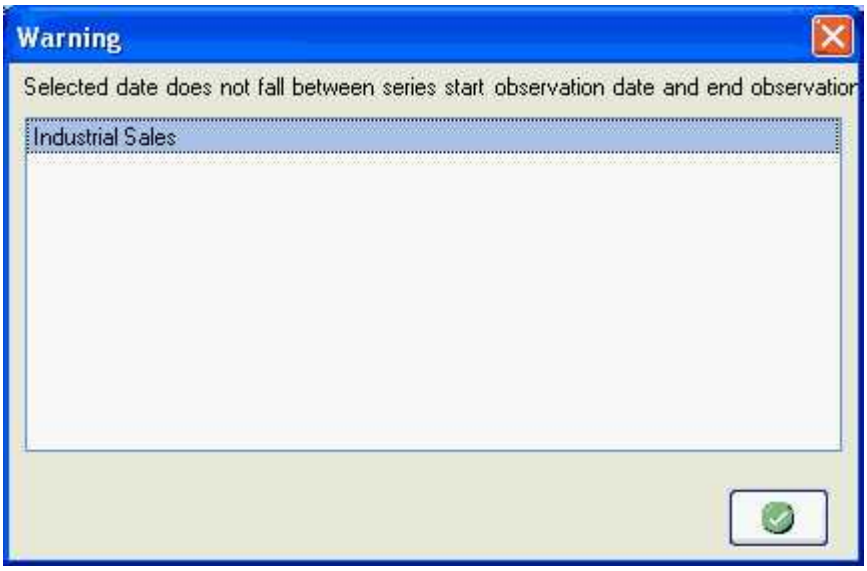

Note that if you have selected more than one series but the selected parameters do not work on just some of the series, CDM will give you the above prompt and after you clicked the green tick button, it transforms the series that do work with the parameters and do not bring you back to the previous step.

Reference:

If both 'Base begin' and 'Base end' defined, the formula of this function is:

$$I_i = V * \{x_i * P / (x_b + x_{b+1} + \ldots + x_{b+P-2} + x_e)\} \text{ where } x_i \text{ is not null nor missing}$$

where

Base begin (b) is the start date of the base period.
Base end (e) is the end date of the base period. If it is omitted, the system assumes **Base period** equal 1, and take the base begin date as the only base date.
Base period (P) is the number of period between the **Base begin** & **Base end** date.
Base Value (V) is the value amount the observation within the base period. It must a positive integer in the range 1-1000 with default value is 100.

If only 'Base begin' is defined, that means the indexing is calculated by single base date, the formula will simplify as:

$$I_i = V * \{x_i / x_b\}$$

where

Base begin (b) is the start date of the base period.
Base Value (V) is the value amount the observation within the base period. It must a positive integer in the range 1-1000 with default value is 100.

4.4.6 Moving Average

This function is used to calculate moving average.

There are four functions available:

- Simple Moving Average
- Exponentially Weighted Moving Average
- Geometric Moving Average

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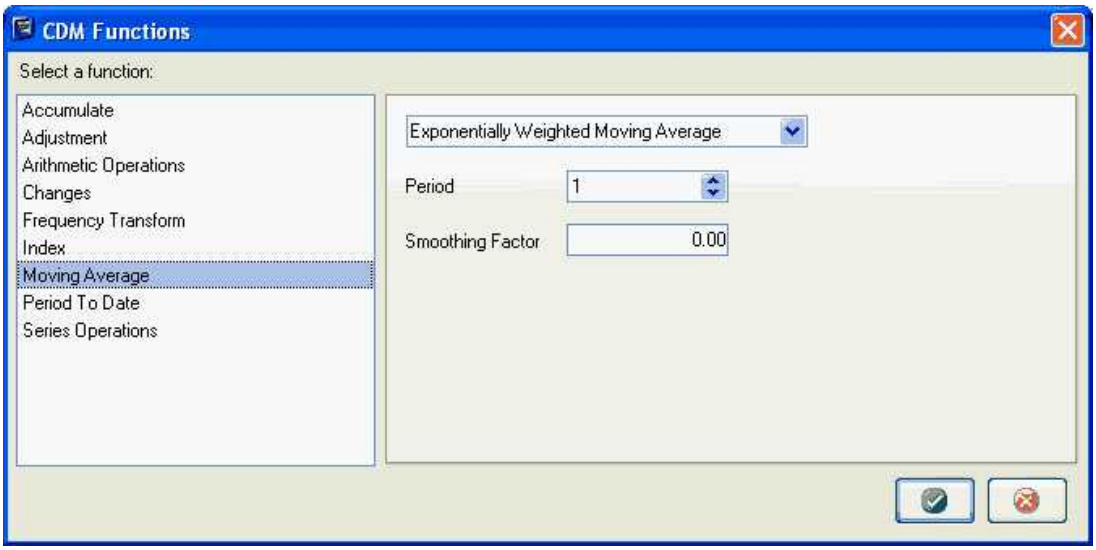
- Linearly Weighted Moving Average of selected series

1. Select "Moving Average" function from the CDM Functions list.



2. In the first drop-down box, select the moving average function to use.

3. In the Period input box, type over the value (range: 1 - 36500), or use the up/down arrows besides the input box to increase/decrease the value.

4. If you selected "Exponentially Weighted Moving Average", then the Smoothing Factor field will be enabled. Input the value to use.

5. Click on the green tick button to proceed or the red cross button to cancel the operation.

Reference:

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Function	Formula
Simple Moving Average (SMA)	$f(x_n, P) = \begin{cases} \text{Null} & \text{if (1) } x_n \text{ is null / missing OR (2) any observation within the specified interval is missing OR (3) } n < P \\ \sum x_i / P & \text{Arithmetic mean of } x_n \text{ over } P \text{ non-null periods, given that all observations are not missing.} \end{cases}$
Exponentially Weighted Moving Average (EWMA)	$f(x_n, c, P) = \begin{cases} \text{Null} & \text{if (1) } x_n \text{ is null OR (2) } x_n \text{ or } x_{n-1} \text{ is missing OR (3) } n < P \\ SMA_n & \text{where } n = P \\ c*P + (1-c)*f(x_{n-1}, c, P) & \text{where } n > P \end{cases}$
Geometric Moving Average (GMA)	$f(x_n, P) = \begin{cases} \text{Null} & \text{if (1) } x_n \text{ is null / missing OR (2) any observation within the specified interval is missing OR (3) } n < P \\ \sqrt[P]{\prod x_i} & \text{Geometric mean of } x_n \text{ over } P^{th} \text{ non-null periods, given that all observations are not missing.} \end{cases}$
Linearly Weighted Moving Average (LWMA)	$f(x_n, P) = \begin{cases} \text{Null} & \text{if (1) } x_n \text{ is null / missing OR (2) any observation within the specified interval is missing OR (3) } n < P \\ \sum x_i*t_i / \sum t_i & \text{where } t_i = 1,2,\ldots\ldots, P \end{cases}$

where

P is the Number of Period.

c is the Smoothing Factor.

Note: *N = the total number of observation in the selected series* which could not larger

4.4.7 Adjustment

This function is used to fill the missing observations in the selected series.

Different methods are available for use to calculate the missing values:

- Fill Gaps - Fill each missing observation with either the previous observation value, the next observation value or a specific value.
- Replace Observation - Replace a specific value in the observations with a new value.

1. Select the "Adjustment" function from the CDM Functions list.

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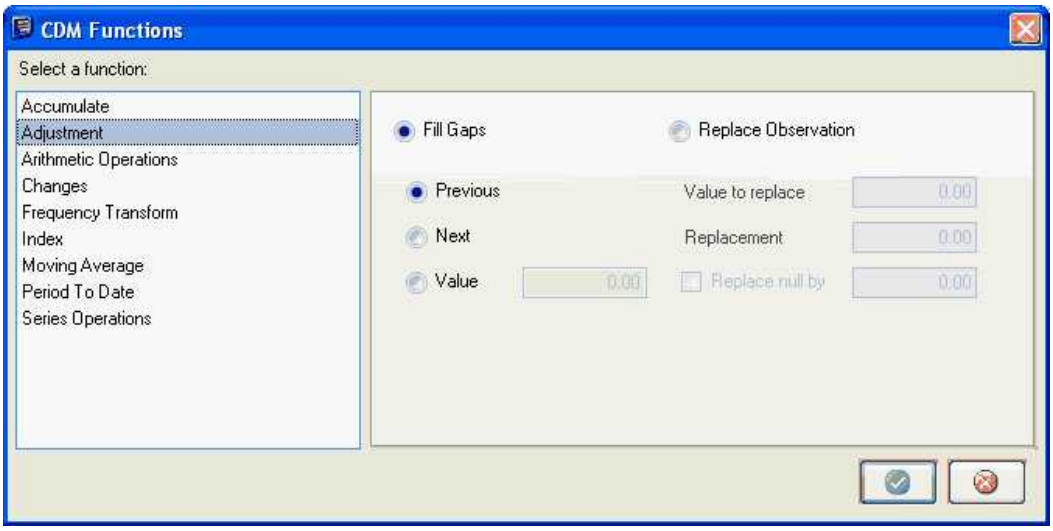

2. Select Fill Gaps or Replace Observation. The corresponding parameter fields will be enabled. Select the parameters you want to use.

3. For Replace Observation, you can replace Null values by a new value. Click on the "Replace Null By" checkbox and the value box will be enabled. Input the new value.

4. Click on the green tick button to proceed or the red cross button to cancel the operation.

Reference:

Function	Formula
(1) Fill Gap - **Previous**	$f(x_i)=\begin{cases} x_{i-1} & \text{if } x_i \text{ is missing} \\ x_i & \text{if } x_i \text{ is not missing} \end{cases}$
(1) Fill Gap - **Next**	$f(x_i)=\begin{cases} x_{i+1} & \text{if } x_i \text{ is missing} \\ x_i & \text{if } x_i \text{ is not missing} \end{cases}$
(1) Fill Gap - Value	$f(x_i, V) = \begin{cases} V & \text{if } x_i \text{ is missing} \\ x_i & \text{if } x_i \text{ is not missing} \end{cases}$
(2) Replace Value	$f(x_i, R, K)= \begin{cases} K & \text{if } x_i = R \\ x_i & \text{if } x_i \neq R \end{cases}$
(2) Replace Value	$f(x_i, N) = \begin{cases} N & \text{if } x_i \text{ is null} \\ x_i & \text{if } x_i \text{ is not null} \end{cases}$

where

V is the Value.
R is the Value to replace.
K is the Replacement.
N is the Replace Null by.

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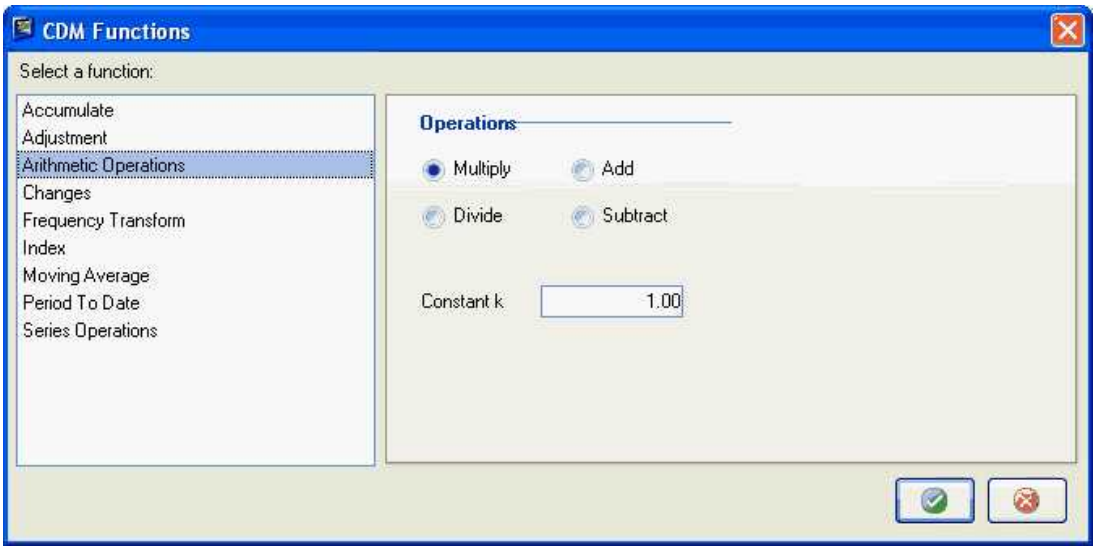
4.4.8 Arithmetic Operations

This function allows you to apply simple arithmetic operations on the series by selecting the operation and the value to apply on.

1. Select "Arithmetic Operations" function from the CDM Functions list.



2. Select the operation to use.

3. In the Constant k field, enter the value to apply the operation with.

4. Click on the green tick button to proceed or the red cross button to cancel the operation.

4.4.9 Series Operations

This function allows you to apply simple arithmetic operations on the series by selecting the operation and the value to apply on.

1. Select "Series Operations" function from the CDM Functions list.

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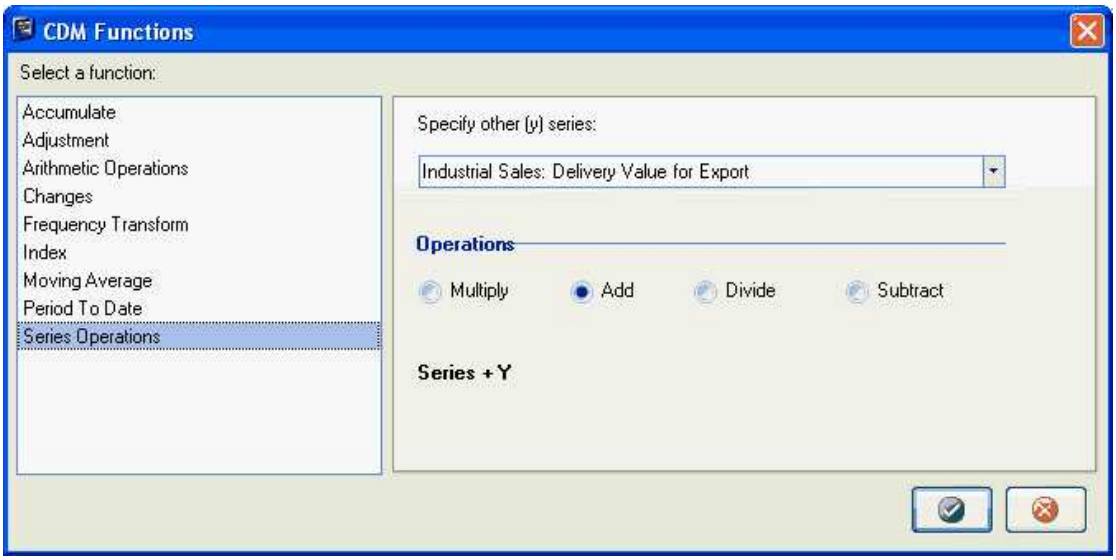
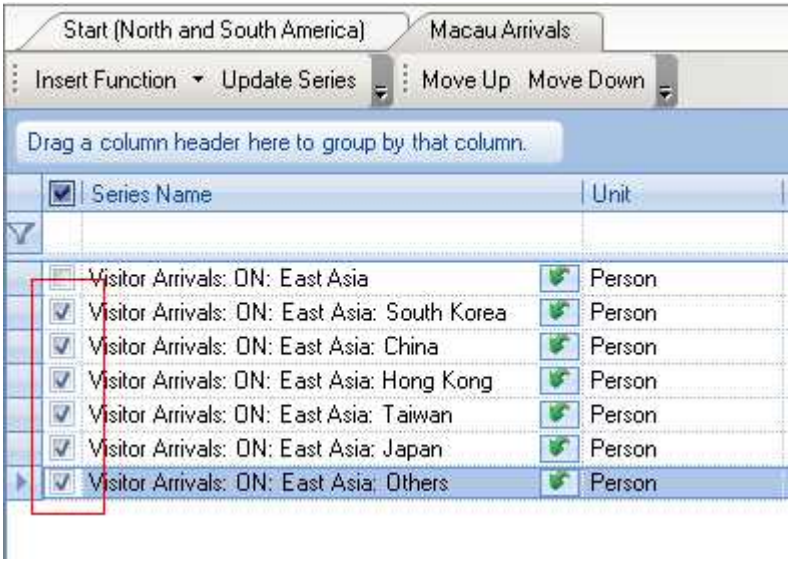


2. Select the other series to operate with from the drop down list.
3. Select the operation to use.
4. Click on the green tick button to proceed or the red cross button to cancel the operation.

4.4.10 Sum Selected

Sum Selected allows you to add together an unlimited number of base series.

First select the series you wish to sum. Note that series to be summed must share the same **Unit** and **Frequency**.



Click **Insert Function** and **Sum Selected**, and choose your preferred options. Click OK.

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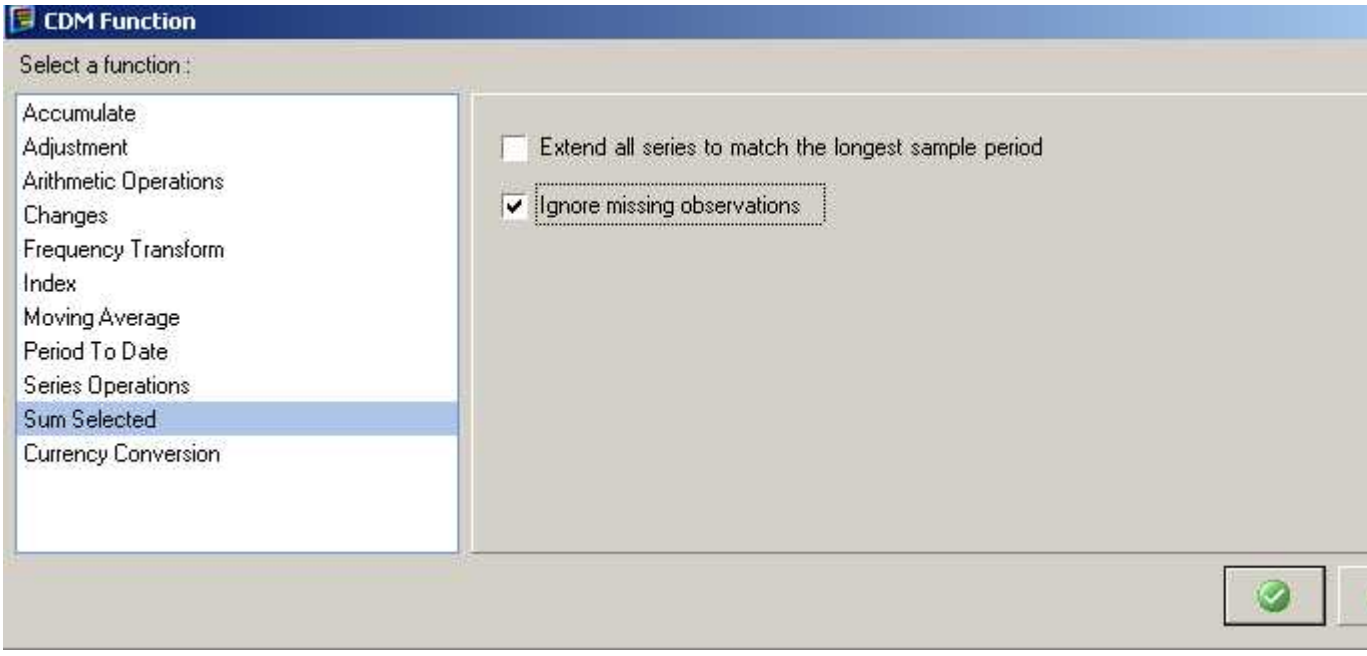

The calculated series will be shown in the workspace, named as in the example below.

4.4.11 Currency Conversion

This function is used to convert series to a target currency.

There are five target currencies - USD, EUR, JPY, RMB and GBP.

Over 50 currencies can be converted into the target currencies. These are:

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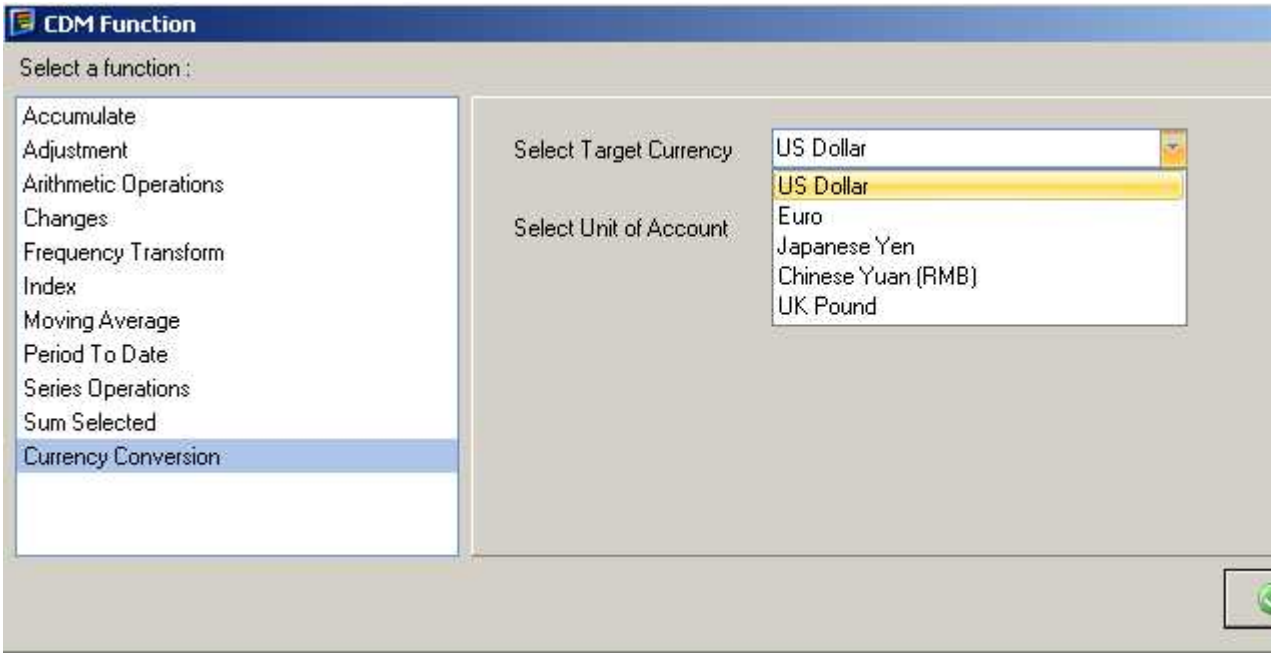
USD	**US Dollar**		HKD	Hong Kong Dollar		LAK	Kip
EUR	**Euro**		SGD	Singapore Dollar		MKD	Denar
RMB	**Renminbi**		MYR	Malaysian Ringgit		MDL	Moldovan Leu
JPY	**Yen**		PKR	Pakistan Rupee		PEN	Nuevo Sol
GBP	**Pound Sterling**		SEK	Swedish Krona		PHP	Philippine Peso
INR	Indian Rupee		NOK	Norwegian Krone		RSD	Serbian Dinar
RUB	Russian Ruble		CLP	Chilean Peso		VEB	Bolivar Fuerte
BRL	Brazilian Real		VND	Vietnamese Dong		DEM	Deutsche Mark
MXN	Mexican Peso		DKK	Danish Krone		FRF	French Franc
CAD	Canadian Dollar		BDT	Bangladeshi Taka		ITL	Italy Lira
KRW	Won		NZD	New Zealand Dollar		ESP	Spanish Peseta
TRY	Turkish Lira		LKR	Sri Lankan Rupee		NLG	Netherlands Guilder
IDR	Rupiah		MOP	Macau Pataca		BEF	Belgian Franc
AUD	Australian Dollar		ALL	Lek		GRD	Greek Drachma
TWD	New Taiwan Dollar		HRK	Croatian Kuna		ATS	Austrian Schilling
PLN	Zloty		CZK	Czech Koruna		PTE	Portuguese Escudo
ARS	Argentine Peso		HUF	Forint		IRP	Irish Pound
THB	Baht		ISK	Iceland Krona		FIM	Finnish Mark
ZAR	Rand		ILS	Israeli Sheqel			
CHF	Swiss Franc		KZT	Tenge			

1. Select "Currency Conversion" function from the CDM Functions list.



2. Select a Target Currency from the drop down list.

3. Select Unit of Account from the drop down list.

4. Click on the green tick button to proceed or the red cross button to cancel the operation.

Note: - Target Currency need to be selected before you can do the conversion. Else a warning message will be prompted.
- Unit of Accounts is optional. If you do not select, system default will use the unit same as original series to do conversion.

After the transformed series is created, you will see it at the bottom of the series list. In the

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example below, it shows that the target currency is "USD" and Unit of Accounts is "Thousands".

Notes:

- Currency conversion function works only with series from CEIC Database. Series from other database (i.e. Consensus and Feri Database) are NOT supported.
- If currency conversion is not supported for the selected series, system will prompt an message to alert users when the request is submitted.
- The exchange rate used is an average over the period of the observation (e.g. the month or the quarter).
- CDM will only convert time-points for which it has a contemporary exchange rate. For example, our Chilean peso exchange rate series begins in 1984. If you convert a base series starting earlier than 1984, CDM will not convert the pre-1984 time-points.

Reference:

Formula for Conversion Calculation:

Case	Pre-Condition	Formula
Original Currency = Target Currency	Currency_code = Target Currency	Converted Value = Original Value
Convert US$ to other Target currency (X)	Currency_code = 'USD'	Converted value = { Original Value * Fx(X) *where <one over x>='N'*; Original Value * (1 / Fx(X)) *where <one over x>='Y'*
Convert Local currency (X) to US$	Currency_code <> 'USD' and Target currency = 'USD'	Converted value = { Original Value * (1 / Fx(X)) *where <one over x>='N'*; Original Value * Fx(X) *where <one over x>='Y'*
Convert Local currency (X) to other Target Currency (Y)	Currency_code <> 'USD' and Target currency <> 'USD'	1st step convert local currency (X) to US $ Converted value' = { Original Value * (1 / Fx(X)) *where <one over x>='N'*; Original Value * Fx(X) *where <one over x>='Y'* 2nd step convert US $ to Target Currency (Y) Final value = { Converted value' * Fx(Y) *where <one over x>='N'*; Converted value' * (1 / Fx(Y)) *where <one over x>='Y'*

where

X, Y are the exchange rate based on the Currency in Exchange Rate List (Please refer to Appendix 1 below)

Formula for Change in Unit of Account (Multiplier):

Value = converted value * <original multiplier> / <new multiplier>

Option List for Unit of Account:

Multiplier	Description	Value
	Unit	1

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Th	Thousand	1000
Mn	Million	1000000
Bn	Billion	1000000000

Appendix 1: Exchange Rate List

Exchange rates used for target currencies are based on the following series in CEIC Database.

Currency Code	Exchange Rate	SERIES ID	One over x
EUR	FX Spot Rate: FRB: Euro	40796201	Yes
GBP	FX Spot Rate: FRB: Pound Sterling	40795901	Yes
JPY	FX Spot Rate: FRB: Japanese Yen	40794401	No
RMB	FX Spot Rate: FRB: Chinese Renminbi	40793301	No

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5 Excel Download

A key feature of CDM is being able to download series data to Excel for further manipulation. The following topics provide more information on different ways of manipulating data using CDM.

You can download multiple series with different frequency at the same time. And you can download up to a maximum of 1,000 series at a time. If you download over 256 series in columns with Excel 2003 or older, CDM will open new worksheets as necessary.

Find out more about this feature:

- How to Download
- Download Settings
- After Downloading

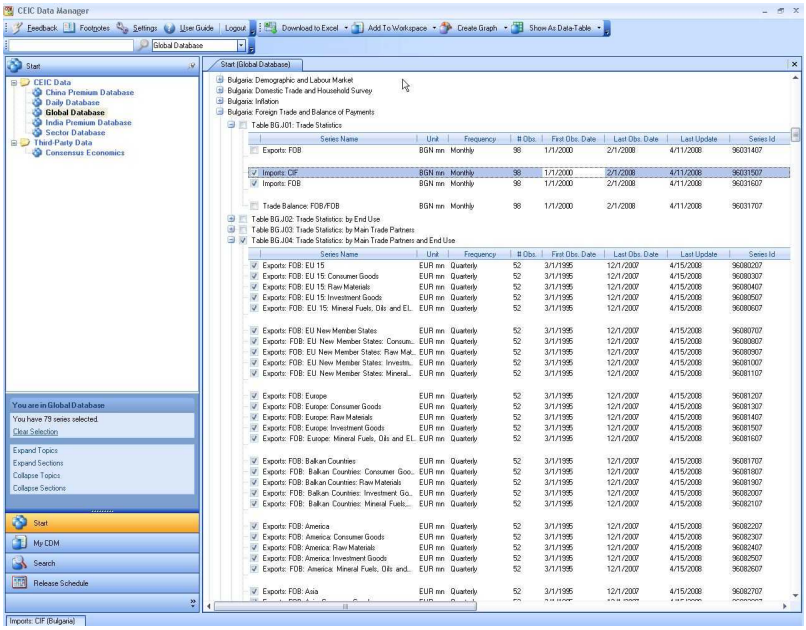
5.1 How to Download

Download From Start

One way to download series data to Excel is from the Start tab.

1. You can get to the series you want by navigating through the Series tree. Click on an item in the tree to expand it to view the next level.

2. When you are at the Series level (level 4), select one or more series by selecting the checkbox to the left of the series name. Or when you are in Table level (level 3), there is a checkbox besides the table name to select all series in that table. Note that you are only allowed to download up to 1,000 series at a time.



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3. Click on the Download to Excel button in the Toolbar.

OR

Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download > Checked Series or Highlighted Series.

4. The "Excel Download" pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Download From My CDM

Second way to download series data to Excel is from the My CDM tab.

1. From the My Workspaces list, select the workspace to use.

2. On the right pane, select one or more series by selecting the checkbox to the left of the series name. Note that you are only allowed to download up to 1,000 series at a time.

3. Click on the Download to Excel button in the Toolbar.

OR

Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download > Checked Series or Highlighted Series.

4. The "Excel Download" pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Download From Search

Another way to download series data to Excel is from the Search tab.

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1. Search for the series you want to you.

2. On the right pane, select one or more series by selecting the checkbox to the left of the series name. Note that you are only allowed to download up to 1,000 series at a time.

Global Database > Japan > Japan: Transport and Telecommunication > Table JP.T01: Transport Index
Global Database 77.73 Transport Index: 2000=100: sa: TTA: Domestic Transport (DT)
Global Database > Japan > Japan: Transport and Telecommunication > Table JP.T02: Transport Index: Seasonally Adjusted
Global Database 77.73 Transport Index: 2000=100: sa: Total Transport Activity (TTA)
Global Database > Japan > Japan: Transport and Telecommunication > Table JP.T02: Transport Index: Seasonally Adjusted
Global Database 77.73 Transport Index: 2000=100: sa: IT: Passenger Transport: Aircraft
Global Database > Japan > Japan: Transport and Telecommunication > Table JP.T02: Transport Index: Seasonally Adjusted
Global Database 77.73 Transport Index: 2000=100: sa: IT: Passenger Transport: Ocean-going

3. Click on the Download to Excel button in the Toolbar.

   OR

   Right-click on the series in the series tree to bring up the pop-up menu. Click on the Download to Excel link.

4. The "Excel Download" pop-up window will be opened which allows you to specify different download options. The Excel Download topic will explain each of these options in details. Click on the Download button to proceed.

Download Series with Different Frequencies

You can download series with different frequencies. Below is an example of downloading one monthly series and one quarterly series.

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	A	B	C
1	Click here to select these series and then click on refresh/reload buttons to update.	IPI: Mfg: Food, Beverages and Tobacco	IPI: Mfg: Paper Products and Printing
2	Country	Hong Kong	Hong Kong
3	Frequency	Quarterly, Ending "mar,	Quarterly, Ending "mar, June, Se
4	Unit	2000=100	2000=100
5	Source	Census & Statistic Dep	Census & Statistic Department
6	Status	Active	Active
7	Code	16695001 (HBGAD)	16695301 (HBGAG)
8	Function Descriptions		
9	First Obs. Date	Mar-1982	Mar-1982
10	Last Obs. Date	Dec-2007	Dec-2007
11	Last Update time	Apr-2008	Mar-2008
12	Mar-1982	42.300	21.800
13	Jun-1982	46.700	24.900
14	Sep-1982	54.700	29.700
15	Dec-1982	51.800	29.700
16	Mar-1983	45.900	26.100
17	Jun-1983	51.000	31.400
18	Sep-1983	59.100	35.300
19	Dec-1983	59.800	34.100
20	Mar-1984	50.300	28.700

The download result will merge the time points of both series and sort them in chronological order. In the above example, you can see that data is only loaded for the time point that applies to the series.

Have multiple links on a worksheet

You can ask CDM not to download the data in a new worksheet. And by positioning the active cell the worksheet, you can control where to put the downloaded data and download more than one link on the same worksheet. To do so, uncheck the "Download in a New Sheet" option when you are prompted with the Download Settings window, CDM will load the data on the current worksheet, starting at the position of the active cell.

5.2 Download Settings

Before series data is being exported to Excel, you can specify your download options.

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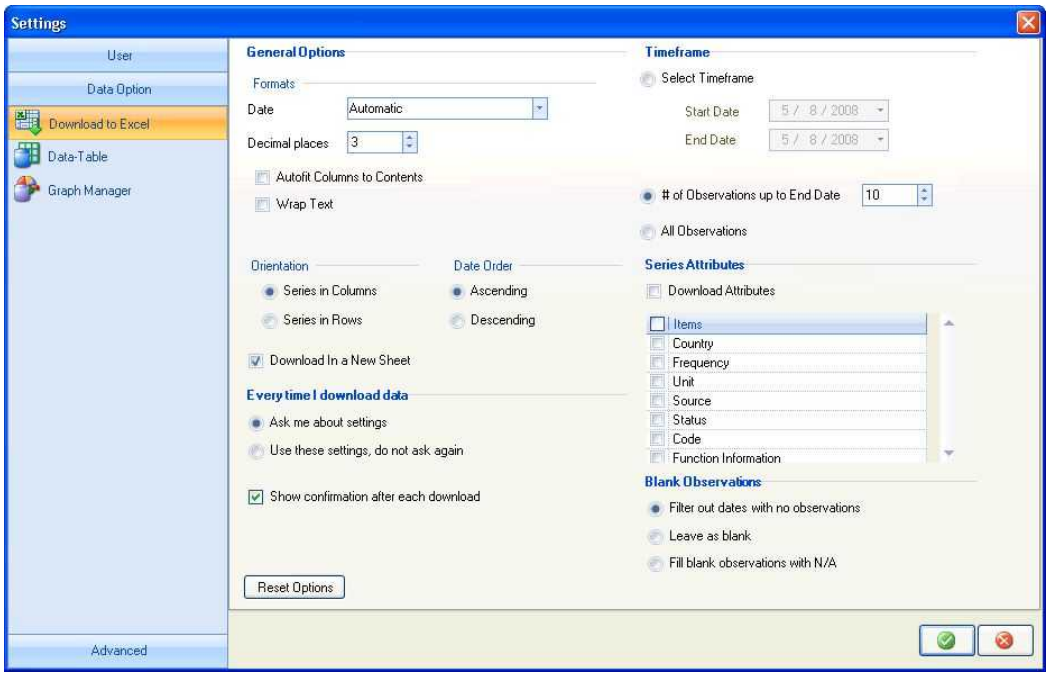

- **Date Format** - The format of the observation date that will appear in Excel after downloading the series. By default, CDM set it to "Automatic" which means depending on the frequency of the selected series, CDM will apply a specific format based on the regional setting of the machine you are using. If the selection has mixed frequencies, then CDM will apply different format to different frequencies. The following table shows samples of the automatic display formats used in CDM.

Frequency	Value in Cell	Display Format	Sample
Daily	The exact date	DD/MM/YYYY	20/12/2006
Monthly	First day of the month	MMM, YYYY	Dec, 2006
Quarterly	First day of the LAST month in quarter	MMM, YYYY	Dec, 2006
Yearly	First day of the year	YYYY	2006

Note that you may change the "Display Format" but the "Value in Cell" will not be affected.

- **Decimal Places** - This defines the number of decimal places for the display format of the observation
- **Autofit Columns to Contents** - Adjust the column width according to the content.
- **Wrap Text** - Check this to wrap content in a cell to next line, works the same way as Excel.
- **Show AutoFilter** - Check this to set the auto filter on in Excel.
- **Orientation** - Use it to define whether the data should be put in columns or rows after downloading to Excel.
- **Date Order** - Sort observation data in ascending or descending order
- **Download in a New Sheet** - Check this to download the data in a new worksheet in

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the current workbook.

If this is not checked, CDM will load the data on the current worksheet, starting at the position of the active cell. Therefore, by positioning the active cell, you can control where to put the downloaded data and download more than one link on the same worksheet.

- **Series Attributes - Download Attributes** - Check this to enable the attributes for selection. You can select some or all attributes to download.

- **Blank Observations** - Sometimes some observation data may be missing for certain time points in the time period you defined.
  1. **Filter** - Check this to filter out those time point that do not have observation data. By default, CDM checked this option.
  2. **Display Blank** - Do not filter the blank observation
  3. **Fill with N/A** - For those cells with no observations, fill it with N/A instead

- **Every time I download data**

Ask me about settings - Select this and CDM will prompt you with the Excel Download Settings window every time you download data.

Use these settings, do not ask again - Select this to use these settings every time you download data to Excel. CDM will not show the Excel Download Settings window before it downloads. If you need to change the settings, you can access them from the Settings menu.

- Timeframe Settings: By default, CDM downloads the 10 latest observations of a series.
  1. **Start Date** and **End Date** - Specify the period which you want to get observations from.

  2. **Number of Observations up to End Date** - Specify the number of observations to get, up to the last observation date.

  3. **All Observations** - Select this to download all observations in the selected series.

- **Show confirmation after each download** - Select this and CDM will alert you after each download.

- **Reset Options** - Click this to revert back to the default settings.

After you made your selections, click the green tick button to proceed with the download. You can also use the Reset Options button to revert back to the default settings.

5.3 After Downloading

Below screenshot shows a sample downloaded data file.

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CDM Refresh Link Refresh Sheet Refresh Workbook Reload Connection Setup Clear User Cache

D12

	A	B	C
1	Click here to select these series and then click on refresh/reload buttons to update.	IPI: Mfg: Food, Beverages and Tobacco	IPI: Mfg: Paper Products and Printing
2	Country	Hong Kong	Hong Kong
3	Frequency	Quarterly, Ending "mar,	Quarterly, Ending "mar, June, Se
4	Unit	2000=100	2000=100
5	Source	Census & Statistic Dep	Census & Statistic Department
6	Status	Active	Active
7	Code	16695001 (HBGAD)	16695301 (HBGAG)
8	Function Descriptions		
9	First Obs. Date	Mar-1982	Mar-1982
10	Last Obs. Date	Dec-2007	Dec-2007
11	Last Update time	Apr-2008	Mar-2008
12	Mar-1982	42.300	21.800
13	Jun-1982	46.700	24.900
14	Sep-1982	54.700	29.700
15	Dec-1982	51.800	29.700
16	Mar-1983	45.900	26.100
17	Jun-1983	51.000	31.400
18	Sep-1983	59.100	35.300
19	Dec-1983	59.800	34.100
20	Mar-1984	50.300	28.700

How to interpret the downloaded data using our example above:

- Cell A1 : This is a special link used for reloading data. Do not delete or change this field, otherwise the reloading function may not work properly. By default, this link is on the top left corner of your downloaded data, you are allowed to move it to another cell.
- Column A : Headings and titles of series
- Columns B and after : When the orientation is "series in columns", one column will represent one series.

Note that the data may be loaded in different positions depending on the position of the active cell on the worksheet. CDM takes the position of the active cell as the starting position of download.

The downloaded data are contained in an Excel "table" object and if you try to download another set of data to an existing table, CDM will return an error message.

Refresh Series

CDM provides an easy way for you to refresh your series data after you download.

CDM Refresh Link Refresh Sheet Refresh Workbook Reload Connection Setup Clear User Cache

On the CEIC Toolbar in Excel, you will see a few Refresh buttons. They are disabled before you log

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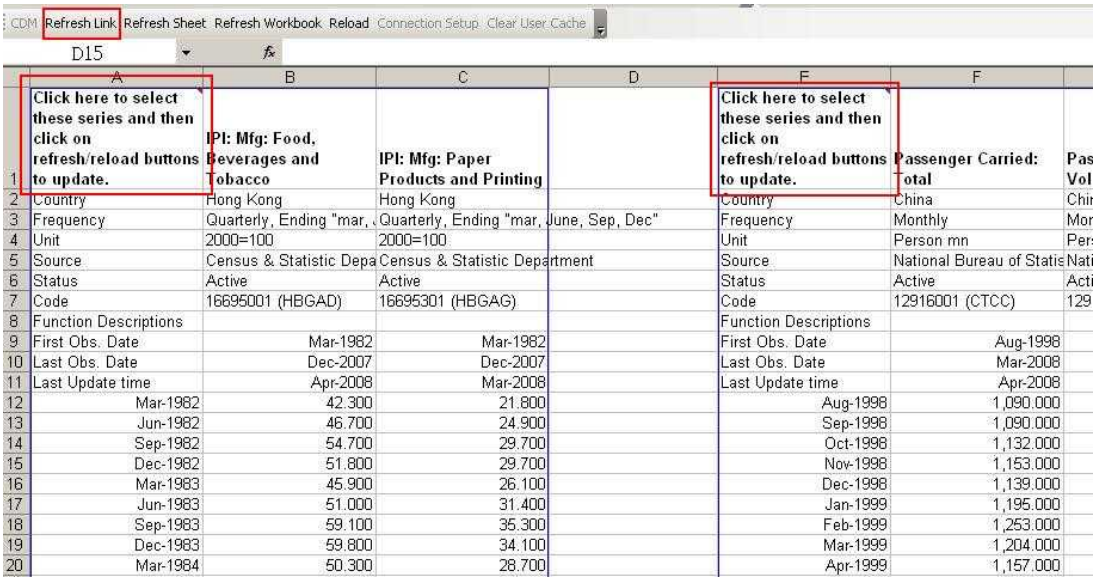
into CDM. After you logged in successfully, they will be enabled automatically.

- Refresh Links
- Refresh Sheet
- Refresh Workbook
- Reload

5.3.1 Refresh Links

You can use this function to refresh data of one or more downloads. You can apply it on one or more refresh links on the active worksheet. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.



	A	B	C	D	E	F	
1	**Click here to select these series and then click on refresh/reload buttons to update.**	**IPI: Mfg: Food, Beverages and Tobacco**	**IPI: Mfg: Paper Products and Printing**		**Click here to select these series and then click on refresh/reload buttons to update.**	**Passenger Carried: Total**	**Pas Vol**
2	Country	Hong Kong	Hong Kong		Country	China	Chi
3	Frequency	Quarterly, Ending "mar,	Quarterly, Ending "mar, June, Sep, Dec"		Frequency	Monthly	Mor
4	Unit	2000=100	2000=100		Unit	Person mn	Per
5	Source	Census & Statistic Depa	Census & Statistic Department		Source	National Bureau of Statis	Nati
6	Status	Active	Active		Status	Active	Acti
7	Code	16695001 (HBGAD)	16695301 (HBGAG)		Code	12916001 (CTCC)	129
8	Function Descriptions				Function Descriptions		
9	First Obs. Date	Mar-1982	Mar-1982		First Obs. Date	Aug-1998	
10	Last Obs. Date	Dec-2007	Dec-2007		Last Obs. Date	Mar-2008	
11	Last Update time	Apr-2008	Mar-2008		Last Update time	Apr-2008	
12	Mar-1982	42.300	21.800		Aug-1998	1,090.000	
13	Jun-1982	46.700	24.900		Sep-1998	1,090.000	
14	Sep-1982	54.700	29.700		Oct-1998	1,132.000	
15	Dec-1982	51.800	29.700		Nov-1998	1,153.000	
16	Mar-1983	45.900	26.100		Dec-1998	1,139.000	
17	Jun-1983	51.000	31.400		Jan-1999	1,195.000	
18	Sep-1983	59.100	35.300		Feb-1999	1,253.000	
19	Dec-1983	59.800	34.100		Mar-1999	1,204.000	
20	Mar-1984	50.300	28.700		Apr-1999	1,157.000	

1. Select the refresh link of the data set that you to refresh. You can select more than one link to refresh at the same time.

2. Click on the Refresh Links button on the CDM Toolbar.

Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

5.3.2 Refresh Sheet

Use this function to refresh data of all data sets in the active worksheet. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded it. If you need to change to the download settings, use the Reload function instead.

1. Go to the worksheet that you want to refresh.

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2. Click on the Refresh Sheet button on the CEIC Toolbar.

Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

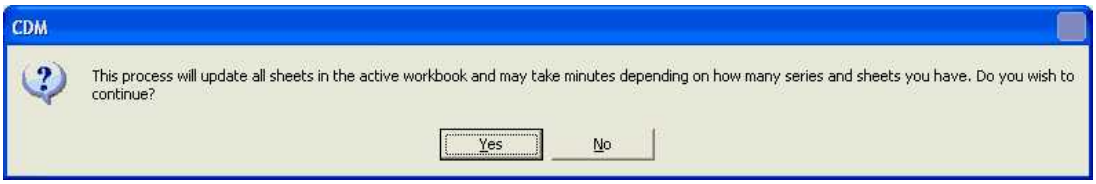
5.3.3 Refresh Workbook

Use this function to refresh data of all data sets in the active workbook. You do not need to select any refresh links. It refreshes the data based on the download settings that were used when you first downloaded them. If you need to change to the download settings, use the Reload function instead.

1. Open the workbook that you want to refresh.

2. Click on the Refresh Workbook button on the CEIC Toolbar.

3. The refresh may take time depending on how many data sets you have on the workbook. Click the Yes button to confirm to proceed.


CDM
This process will update all sheets in the active workbook and may take minutes depending on how many series and sheets you have. Do you wish to continue?
Yes
No

Note that CDM will take the position of the refresh link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

5.3.4 Reload

You can use this function to change download settings and refresh data of your data sets. You can apply it on only one link on the active worksheet at a time.

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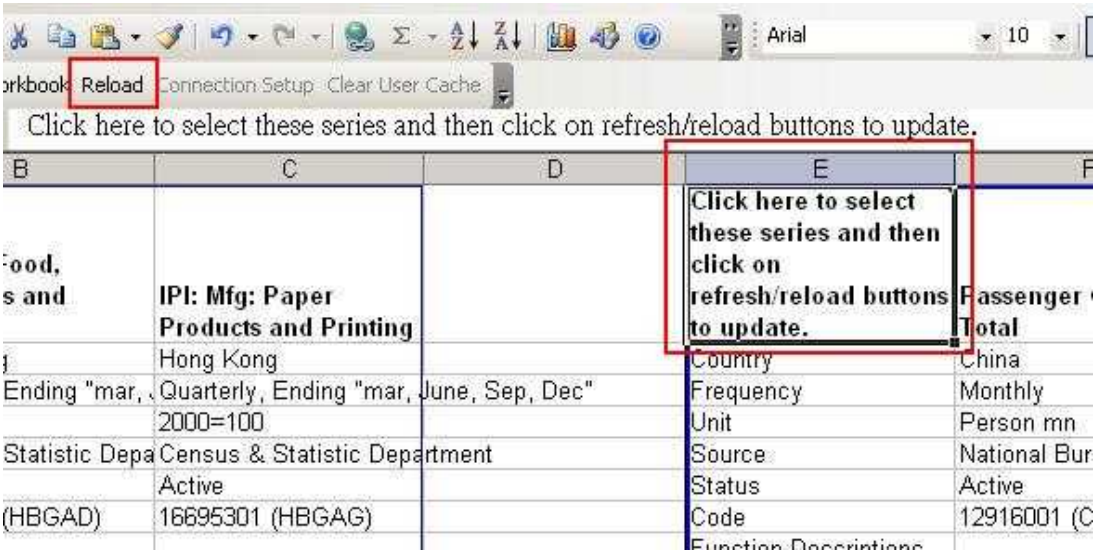

1. Select the refresh link of the data set that you to refresh. You can select only one link to refresh at one time.

2. Click on the Reload button on the CDM Toolbar.

3. The Reload window will be opened. Change the settings (refer to Download Settings for details) and click on the Reload button to proceed.

Frequency
Database
Relevance
Series Name
Frequency: Monthly
Global Database 88.07 Employment: Economically Active: Lima Metropolitan: ...
Global Database > Peru > Peru: Demographic and Labour Market > Table PE.G03: Employment
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Frequency: Quarterly
Global Database 89.51 Employment: Female: Self-Employed, Employer and...
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 89.51 Employment: Male: Self-Employed, Employer and Co...
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 89.01 Employment: Self Employed: Employees

Note that CDM will take the position of the link(s) as the starting point of the download. Thus, if you have moved the link, the new data will be loaded at the new position.

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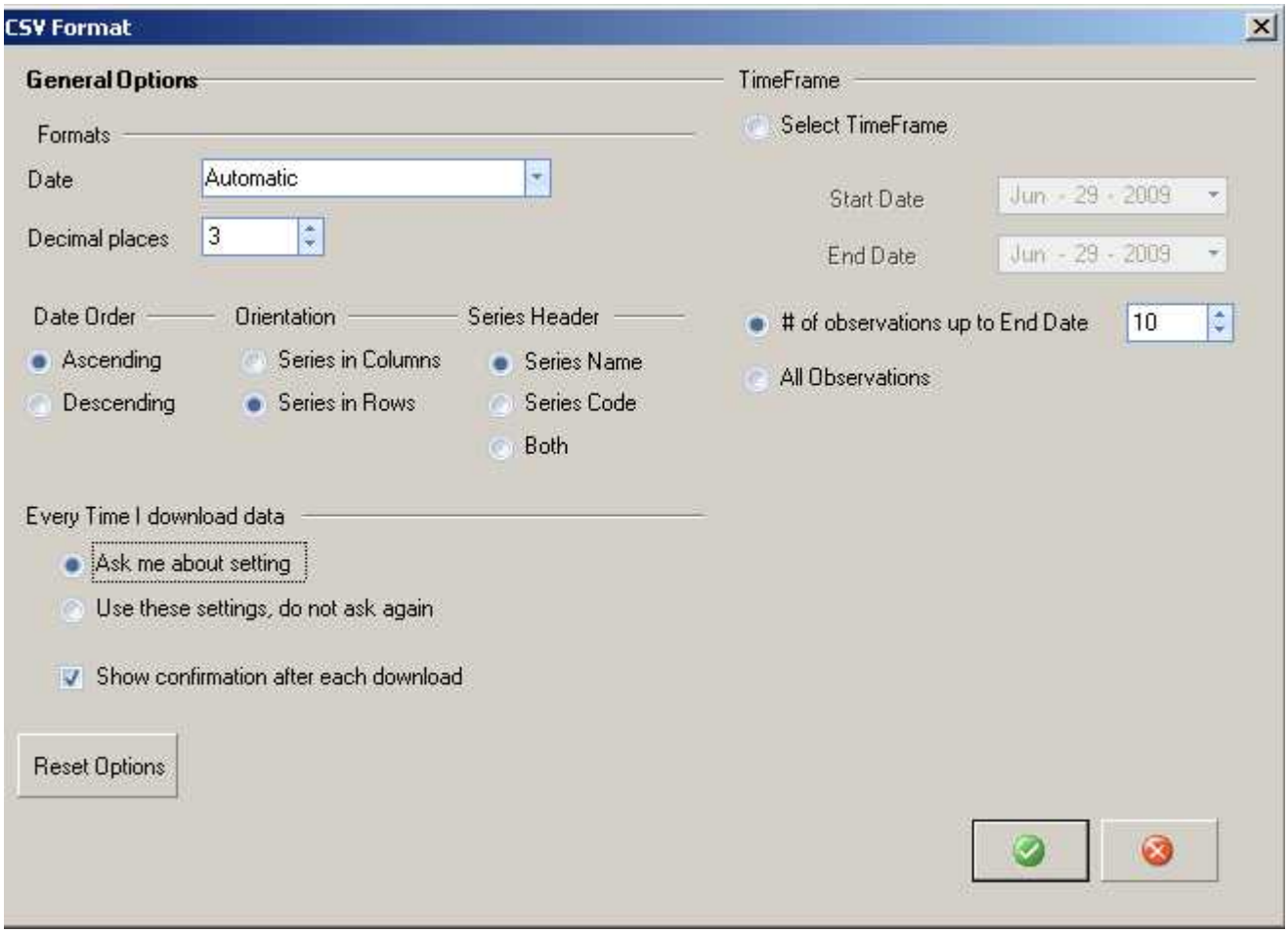
6 Export to CSV

CDM's Export function allows you to save series in CSV format to facilitate their use in your internal systems and third-party software.

Select the series you wish to export from CDM's Start "tree", your workspaces or Search results, and click **Export.** Then choose your export settings.

To identify the exported series, you can choose to export the Series Name, the Series Code or both pieces of meta-data.



Click OK, and then choose a file name and save location in the **Export File As** dialog box, and click **Save**.

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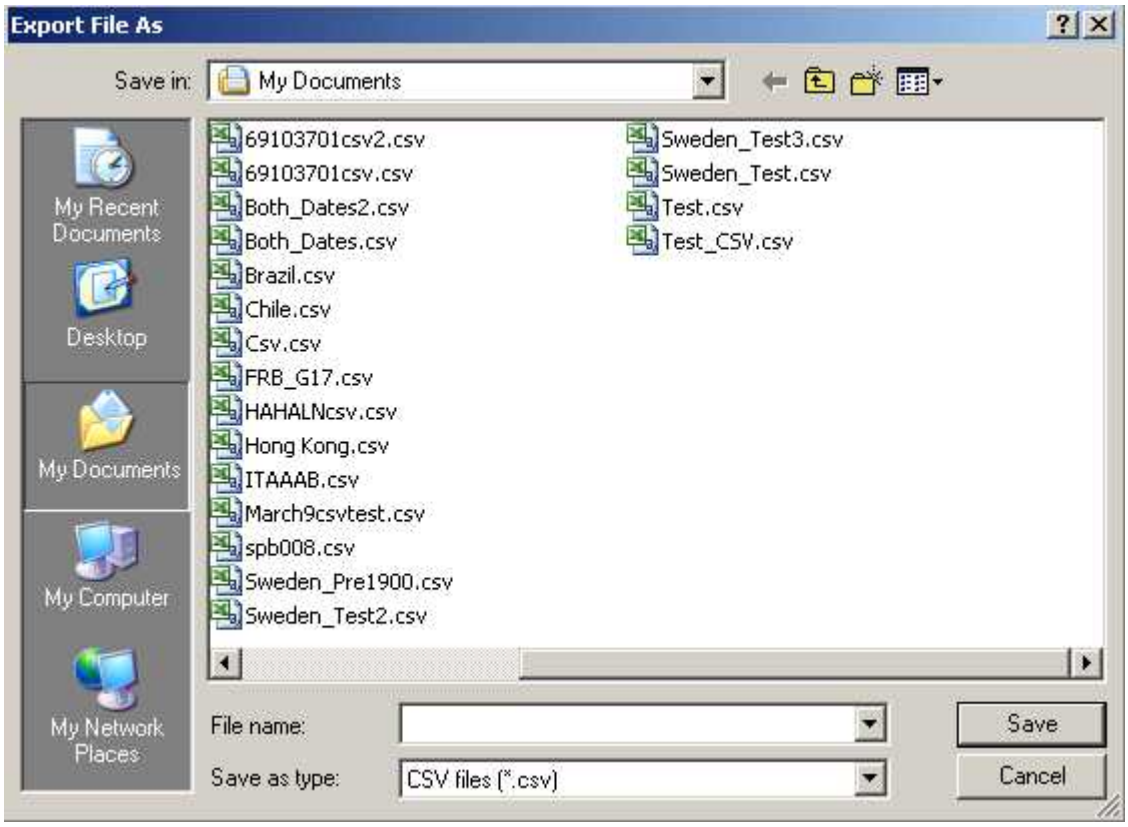

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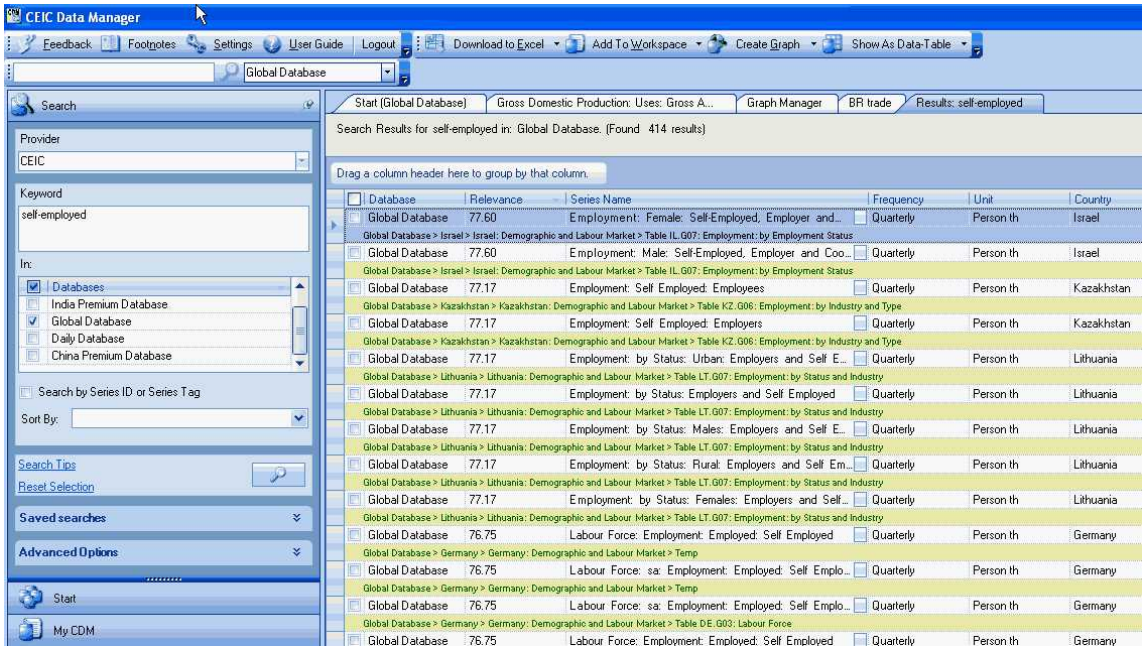
7 Search

You can use this tool to search for series that are available in the databases.


CEIC Data Manager
Feedback
Footnotes
Settings
User Guide
Logout
Download to Excel
Add To Workspace
Create Graph
Show As Data-Table
Global Database
Search
Provider
CEIC
Keyword
self-employed
In:
Databases
India Premium Database
Global Database
Daily Database
China Premium Database
Search by Series ID or Series Tag
Sort By:
Search Tips
Reset Selection
Saved searches
Advanced Options
Start
My CDM
Start (Global Database)
Gross Domestic Production: Uses: Gross A...
Graph Manager
BR trade
Results: self-employed
Search Results for self-employed in: Global Database. (Found 414 results)
Drag a column header here to group by that column.
Database
Relevance
Series Name
Frequency
Unit
Country
Global Database 77.60 Employment: Female: Self-Employed, Employer and... Quarterly Person th Israel
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 77.60 Employment: Male: Self-Employed, Employer and Coo... Quarterly Person th Israel
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 77.17 Employment: Self Employed: Employees Quarterly Person th Kazakhstan
Global Database > Kazakhstan > Kazakhstan: Demographic and Labour Market > Table KZ.G06: Employment: by Industry and Type
Global Database 77.17 Employment: Self Employed: Employers Quarterly Person th Kazakhstan
Global Database > Kazakhstan > Kazakhstan: Demographic and Labour Market > Table KZ.G06: Employment: by Industry and Type
Global Database 77.17 Employment: by Status: Urban: Employers and Self E... Quarterly Person th Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database 77.17 Employment: by Status: Employers and Self Employed Quarterly Person th Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database 77.17 Employment: by Status: Males: Employers and Self E... Quarterly Person th Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database 77.17 Employment: by Status: Rural: Employers and Self Em... Quarterly Person th Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database 77.17 Employment: by Status: Females: Employers and Self... Quarterly Person th Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database 76.75 Labour Force: Employment: Employed: Self Employed Quarterly Person th Germany
Global Database > Germany > Germany: Demographic and Labour Market > Temp
Global Database 76.75 Labour Force: sa: Employment: Employed: Self Emplo... Quarterly Person th Germany
Global Database > Germany > Germany: Demographic and Labour Market > Temp
Global Database 76.75 Labour Force: sa: Employment: Employed: Self Emplo... Quarterly Person th Germany
Global Database > Germany > Germany: Demographic and Labour Market > Table DE.G03: Labour Force
Global Database 76.75 Labour Force: Employment: Employed: Self Employed Quarterly Person th Germany

Simple Search

1. On the left pane, select the database provider.

2. Enter your search keyword(s)

3. Select one or more database to search from

4. Check the "Search by Series ID or Series Tag" option if there is a particular series that you want to look for and you already know the series ID or series tag.

5. After you entered some criteria, the Search button will be enabled. Click the Search button to start the search. Results will be returned in the right pane.

Advanced Search

You can refine your search criteria in the Advanced Options section.

1. Click on the small arrow to the right of the Advance Options section.

2. Enter your search keywords

3. Select your criteria.

4. After you entered some criteria, the Search button will be enabled. Click the Search button to start the search. Results will be returned in the right pane. There is also a Search button in the

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Advanced Options section and it works the same way as the Search button on the top.

Global Search

A convenient way to perform search is to use the global search feature which is always on the top right of the CDM application window.

1. Enter your search keyword(s).

2. Enter the database, one database or all databases.

3. Click on the search button. Results will be returned in the right pane.

7.1 Search Criteria

Keywords

Different ways of entering keywords will result in different search method.

For example, the keywords "employment" and "population", the different combinations are shown below:

- employment population - returns series with both words.
- employment **AND** population - returns series with both words.
- employment **OR** population - returns series with either word, as well as series with both words.
- employment **NOT** population- returns series with the word employment, but not the word population.
- **"**employment population**"** - returns series with the exact phrase " employment population".
- employ***** - returns series with the root word employ, including employee, employment, employer, etc.

When Search By Series ID or Series Tag is checked:

- 113569201**;**105012801- returns series with these series ID or tag

NOTE: our search engine does not support search on numbers. For example, “3 Months will not return any results

There is a Search Tips links besides the Search button in the left pane. Click on it to open the document that explains how to make use of keywords.

By default, CDM use your keyword to search in topic (level 1), section (level 2), table (level 3) and series name (level 4). If the keywords are found at any level, all series under that table will be returned as results. If you only want to search the series name, select the advanced option: "Search in Series Names". CDM will then search your keywords in the series names ONLY.

Database

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Select the database to search in from the database selection list and you must select one or more databases to search in.

Search by Series ID or Series Tag

If this is selected, CDM will use your input keyword to do an exact match search on series ID or series tag. Series ID is an unique identifier that is assigned to a series. Series Tag is another identifier but not all series have it. Note that when this is selected, all Advanced Options selection will be ignored.

Advanced Options

These options are hidden by default. Click on the small down arrow on the right side of the Advanced Options panel to show them. Click on it again to hide. There is a Reset Selection link at the bottom of the Advanced Options panel, click on it to clear all option sections and start over.

Topics Selection

You can select one or more topics (level 1) to search in. If no topic is selected, CDM will search in all topics available in the database. When you change the database selection, this list will automatically refresh and load with the topics of the newly selected database.

Database	Topics
Global Database	Country
China Premium Database	Category
Sector Database	Sector
Daily Database	Daily

Below is an example from the China Premium database:

You can use the checkbox besides the category title to select all categories.

Frequency

You can select one or more frequency to search in. If no frequency is selected, CDM will search in all frequencies available in the database. When you change the database selection, this list will automatically refresh and load with the frequencies applicable to the newly selected database.

For example, the Daily database only has daily frequency.

First Observation Before

You can use this to search for series with first observation date before the specified date. By default, this field is disabled, click the checkbox in front of it to enable it. You can type over the field or click

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on the down arrow on the right side to bring up the pop-up calendar.

Last Observation After

You can use this to search for series with last observation date after the specified date. By default, this field is disabled, click the checkbox in front of it to enable it. You can type over the field or click on the down arrow on the right side to bring up the pop-up calendar.

Active Series Only

Select this to search only in the active series. CDM consists of active and discontinued series. Active series are those currently being maintained and updated. Discontinued series are those no longer being updated after the last observation date.

Search in Subscribed Products

Select this search only in the products you have subscribed. By default, CDM shows you all the products even though you may not have subscribed to them all. For unsubscribed products, you will be able to see up to the series information and not the observations.

Search in Series Names

You can use this to search for your keywords in the series names only. This will only return the series records that match your keyword criteria. By default, CDM use your keyword to search in topic (level 1), section (level 2), table (level 3) and series name (level 4). If they keywords are found at any level, all series under that table will be returned as results.

7.2 Search Result

Search results are shown at series level in the right pane. Each time you perform a search, the results will be loaded in a new tab page.

You can select series to download to excel, add to workspace or create chart. You can also click on a series to bring out the Quick View pane. Go to Quick View for more information.

Start (Global Database)
Results: self-employed
Results: employment
Search Results for self-employed in: Global Database. (Found 432 results)
Drag a column header here to group by that column.
Database | Relevance | Series Name | Frequency | Unit | Country
Global Database | 89.51 | Employment: Female: Self-Employed, Employer and... | Quarterly | Person th | Israel
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database | 89.51 | Employment: Male: Self-Employed, Employer and Co... | Quarterly | Person th | Israel
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database | 89.01 | Employment: Self Employed: Employees | Quarterly | Person th | Kazakhstan
Global Database > Kazakhstan > Kazakhstan: Demographic and Labour Market > Table KZ.G06: Employment: by Industry and Type
Global Database | 89.01 | Employment: Self Employed: Employers | Quarterly | Person th | Kazakhstan
Global Database > Kazakhstan > Kazakhstan: Demographic and Labour Market > Table KZ.G06: Employment: by Industry and Type
Global Database | 89.01 | Employment: by Status: Urban: Employers and Self E... | Quarterly | Person th | Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database | 89.01 | Employment: by Status: Employers and Self Employed | Quarterly | Person th | Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry
Global Database | 89.01 | Employment: by Status: Males: Employers and Self E... | Quarterly | Person th | Lithuania
Global Database > Lithuania > Lithuania: Demographic and Labour Market > Table LT.G07: Employment: by Status and Industry

By default, a result record shows the database, relevance, series name, frequency, unit and topic

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that the series belongs to. The tree path from the database to the series is also listed below the series name.

7.2.1 Result Grouping

You can group the series by different columns in the list. Drag the column heading to the grouping bar (gray area above the result title bar).

Frequency
Database
Relevance
Series Name
Frequency: Monthly
Global Database 88.07 Employment: Economically Active: Lima Metropolitan:...
Global Database > Peru > Peru: Demographic and Labour Market > Table PE.G03: Employment
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Global Database 88.07 Employment:sa:Non Agricultural Ind excl Self-Employ...
Global Database > Japan > Japan: Demographic and Labour Market > Table JP.G04: Labour Force Survey: Employment an
Frequency: Quarterly
Global Database 89.51 Employment: Female: Self-Employed, Employer and...
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 89.51 Employment: Male: Self-Employed, Employer and Co...
Global Database > Israel > Israel: Demographic and Labour Market > Table IL.G07: Employment: by Employment Status
Global Database 89.01 Employment: Self Employed: Employees

You can change the sort order of the group by clicking on the arrow to the right of the group name.

You can also define sub-group by dragging more column header to the grouping bar like the example below.

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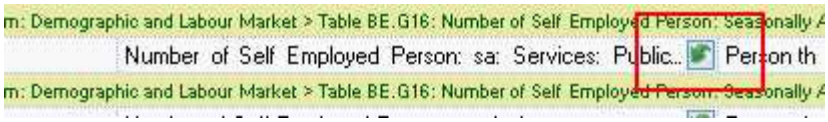
7.2.2 Jump to Series

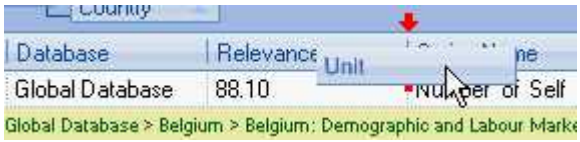
There is a small green arrow to the right of the series name which can bring you to the Table that the series belong to in the Series tree in Start tab.


m: Demographic and Labour Market > Table BE.G16: Number of Self Employed Person: Seasonally A
Number of Self Employed Person: sa: Services: Public...
Person th
m: Demographic and Labour Market > Table BE.G16: Number of Self Employed Person: Seasonally A

That particular series will also be selected on the Series tree.

7.2.3 Change Column Ordering

You can change the order of the columns by dragging the column heading to the position you want.



7.2.4 Show/Hide Colum

Some of the columns can be added or removed. Right-click on the grouping bar to open the Field Chooser pop-up box.

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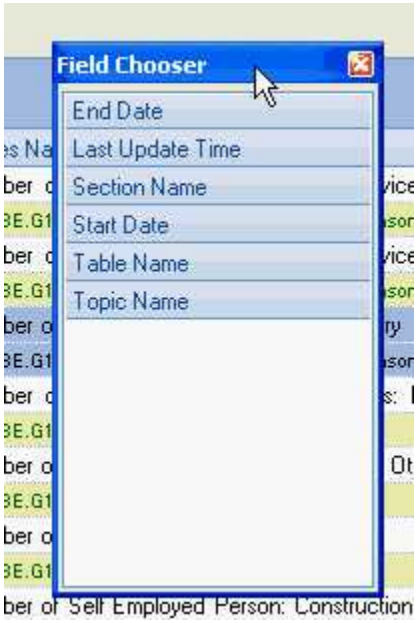

The box shows the columns that are being hidden. Double-click on the column to show it in the list.

To hide a column, drag the column heading on the list and drop it into the Field Chooser box.

7.2.5 Copy Series List

You can make a copy of all the information shown in the list. Note this only copy the values in the list as text.

1. Right-click any where on the series list, a pop-up menu will be opened.

2. Select the Copy Highlighted Rows link.

3. Then use Windows' Paste function to paste the data to other applications such as Microsoft Excel, Microsoft Word.

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7.3 Saved Search

You can save your search criteria and re-use them later. These options are hidden by default. Click on the small down arrow on the right side of the Saved searches panel to show them. Click on it again to hide.

Save your search criteria

1. Enter a description for the search in the Description Field.
2. Click the Save button to save it.

Load your saved criteria

1. Select a saved criteria from the "Load" drop down list.
2. Click the Load button to run a search based on the saved criteria.

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8 Settings

The settings menu is accessible from the CEIC Toolbar.

You can switch between these settings panel by clicking on the title bar on the left side of this window.

Modify settings

Remember to save your settings after making changes:

1. Made your parameter changes

2. Click on the green tick button to save the changes, or click red cross to close the Settings window without saving.

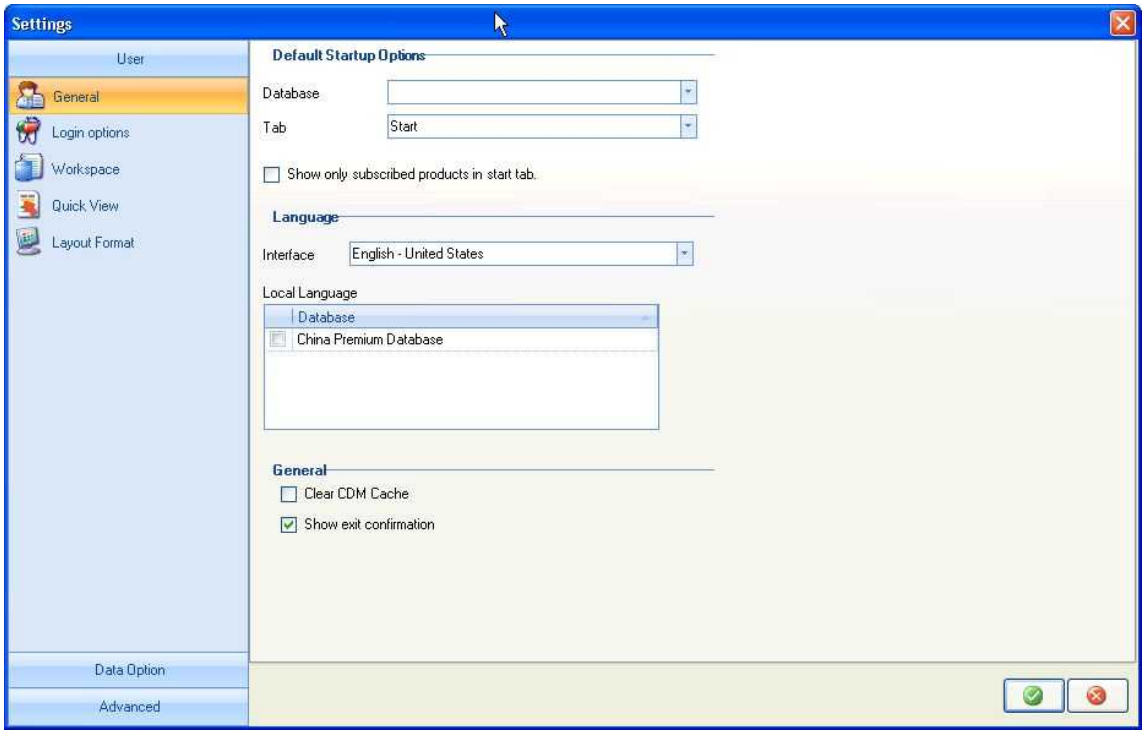
3. After the changes is saved, the Settings window will close.

8.1 User

You can customize general application behavior and the display in this section.

8.1.1 General

You can change your options for log in and start up of CDM.



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Default Startup Options

Database - Select the database to show in the Start tab when CDM is started. By default, it shows the first database in the database list on left pane. If you have previously selected to "Show only subscribed products in start tab", then this list will only contains those databases that you have subscribed. Otherwise, you will see both subscribed and unsubscribed databases in this list.

Tab - Select the CDM Tab to display when CDM is started. By default, it shows the Start tab.

Show only subscribed products in start tab - By default, CDM shows you all available products in CDM no matter you have subscribed to them or not. If you do not wish to see the unsubscribed ones, check this option. If this is selected, all unsubscribed databases or series will be hidden.

Note that whenever you check or uncheck this option and then save the changes, CDM will prompt to notify you that it needs to close and restart in order for this change to be effective.

Language

Interface - This option defines the language of the interface, i.e., the labels, buttons, messages, and so on. It has no impact on the display language of the databases and series. The default setting is "English - United States". If you changed this option, you need to restart CDM after saving the changes for it to take effect.

Local Language - Some databases have a non-English version which are usually defined in the native language of the region(s) it covers. For example, China Premium Database has a version in Simplified Chinese.
If you checked this option, the data of the corresponding databases will be shown in the "local language", regardless of what the "interface language" is. For example, you can have interface in English and China Premium Database in Simplified Chinese.

General

Clear CDM Cache - Select this option to force CDM to refresh the first three levels of the layout tree every time it starts. By default, CDM locally cached the first 3 levels of the layout tree information such that it does not need to reload it every time it starts. Note that series list (level 4) are not stored locally and are retrieved from the server every time you expand a table or request series information.

Show Exit Confirmation - Select this option to have CDM prompt you every time you close the application.

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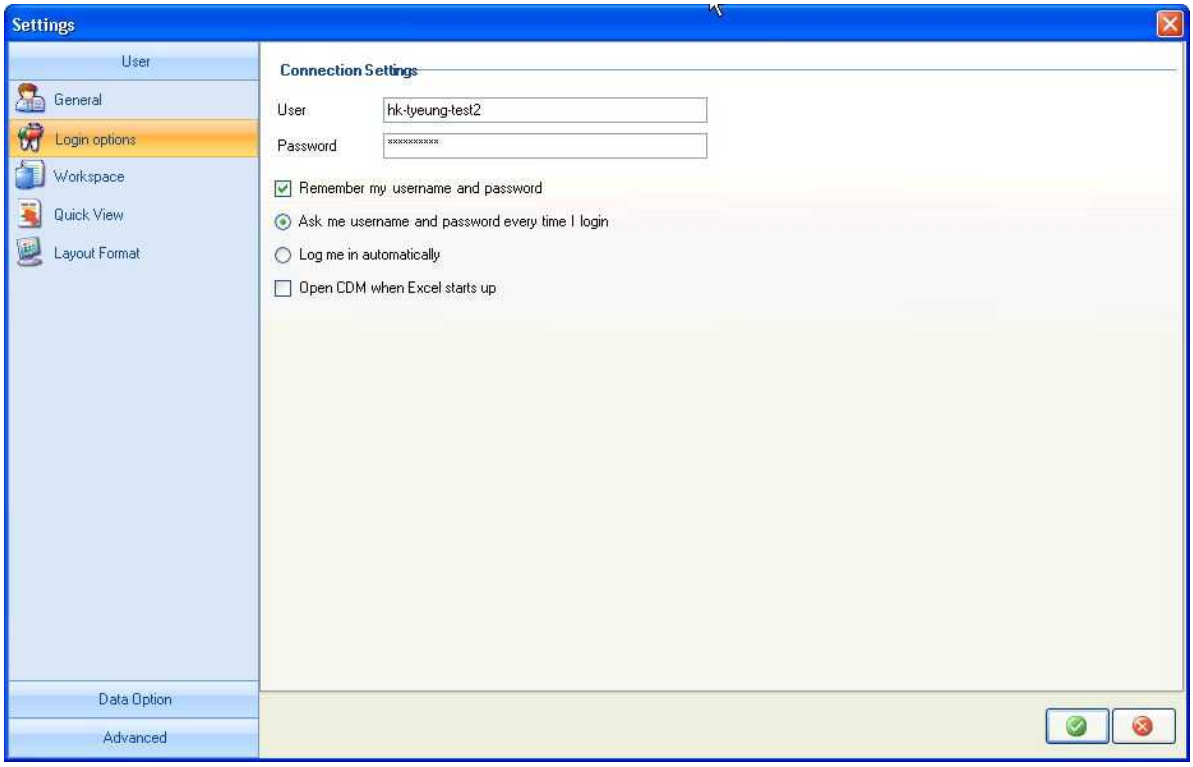
8.1.2 Login options



Connection Settings

Username and Password - These are filled with the values you entered when you logged into CDM

Remember my username and password - Check this if you want CDM to remember your log-in information and you will not need to re-enter these information next time you log in.

Ask me username and password every time I login - If this is selected, CDM will show you the log in prompt every time you start up CDM. This is the default setting, but you can change to "Log me in automatically"

Log me in automatically - If this is selected, CDM will not show the log in prompt any more from the next time you start up CDM. CDM will use the log in information in this General Settings panel to log into CDM.

Open CDM when Excel starts up - Check this option if you want CDM to start up automatically when you start Excel.

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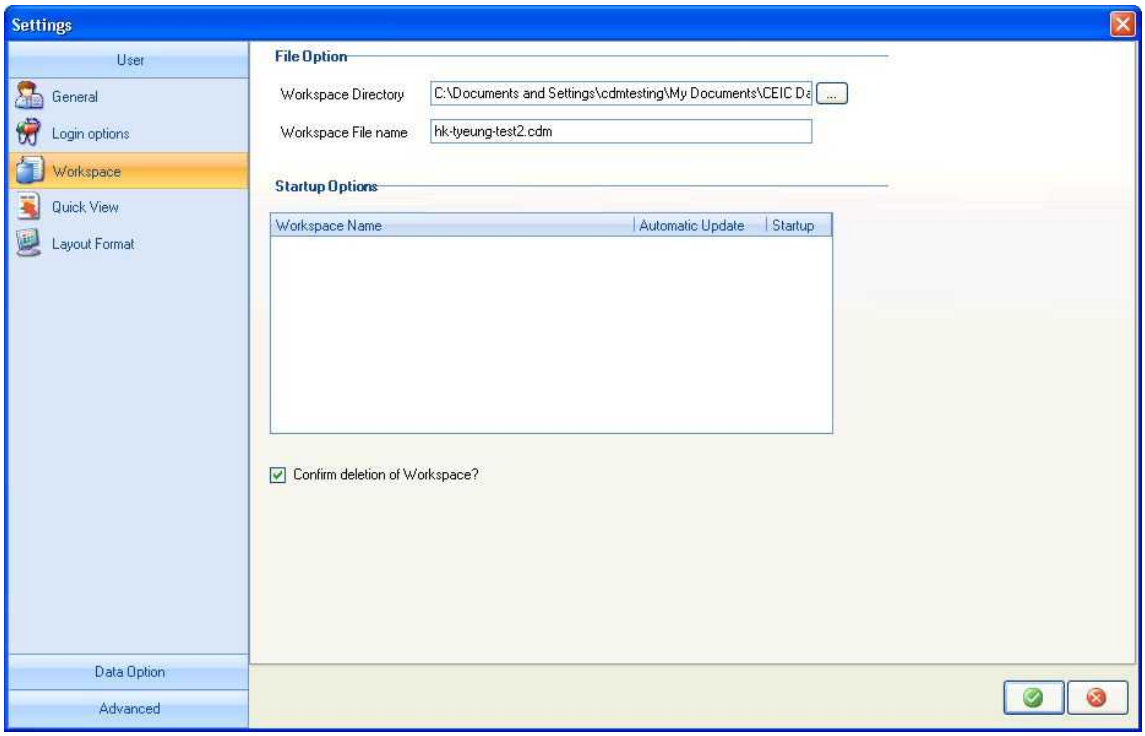
8.1.3 Workspace



Workspace Directory - Specify the directory where your workspaces file (mentioned above) is located. By default, it is under the "My Documents" directory of the logged in windows account.

Workspace File Name - Specify the file name which stores your workspaces information. By default, it is "Workspace.cdm".

Startup Options

The list of workspaces currently in the workspace file will be listed here.

Automatic Update - When it is selected, CDM will automatically update the workspace when it starts up, with latest information on series information.

Workspace - Select the database to show in My CDM tab when CDM is started. By default, it shows the first database in the workspace list on the left pane.

Confirm deletion of workspace - Select to ask CDM to prompt you every time you try to delete workspace.

8.1.4 Quick View

You can change the settings of Quick View in this panel. You can specify which quick table to display by default, the formatting of quick graph and also the number of observations to show and plot chart with in Quick View.

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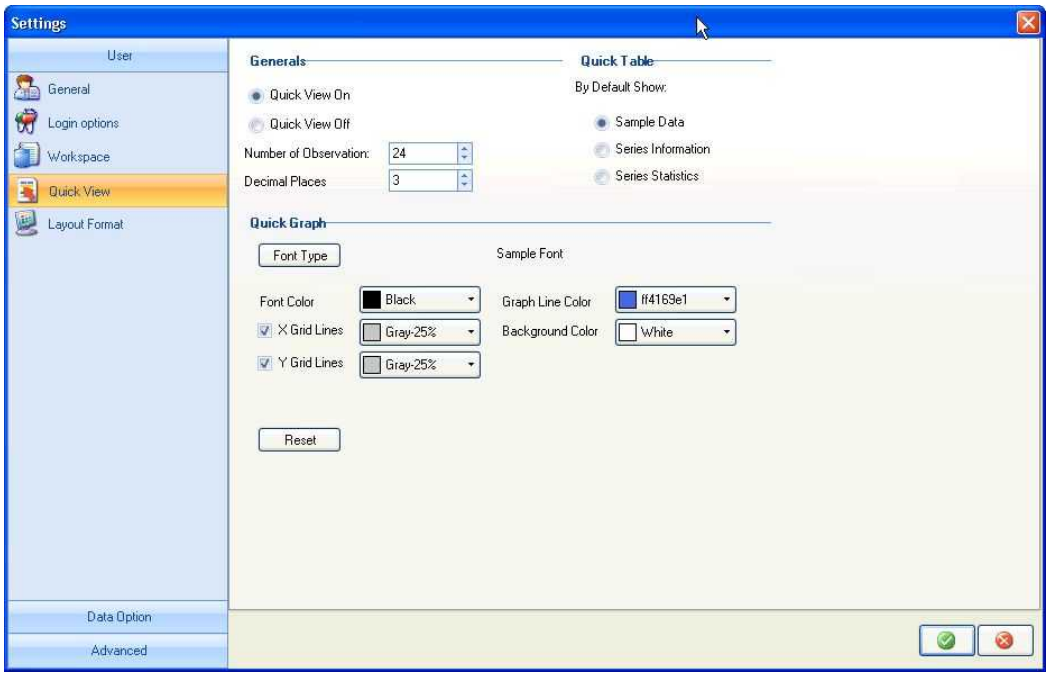

Modify Settings

1. Made your parameter changes

2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.

3. After the changes is saved, you will receive a confirmation message.

4. Click OK to close the message prompt and return to the setting window.

5. Click the Close button to close the Settings window.

Reset - Click this to revert back to the default settings.

8.1.5 Layout Format

You can specify how to display the layout tree in Start tab by adjusting the color and font style.

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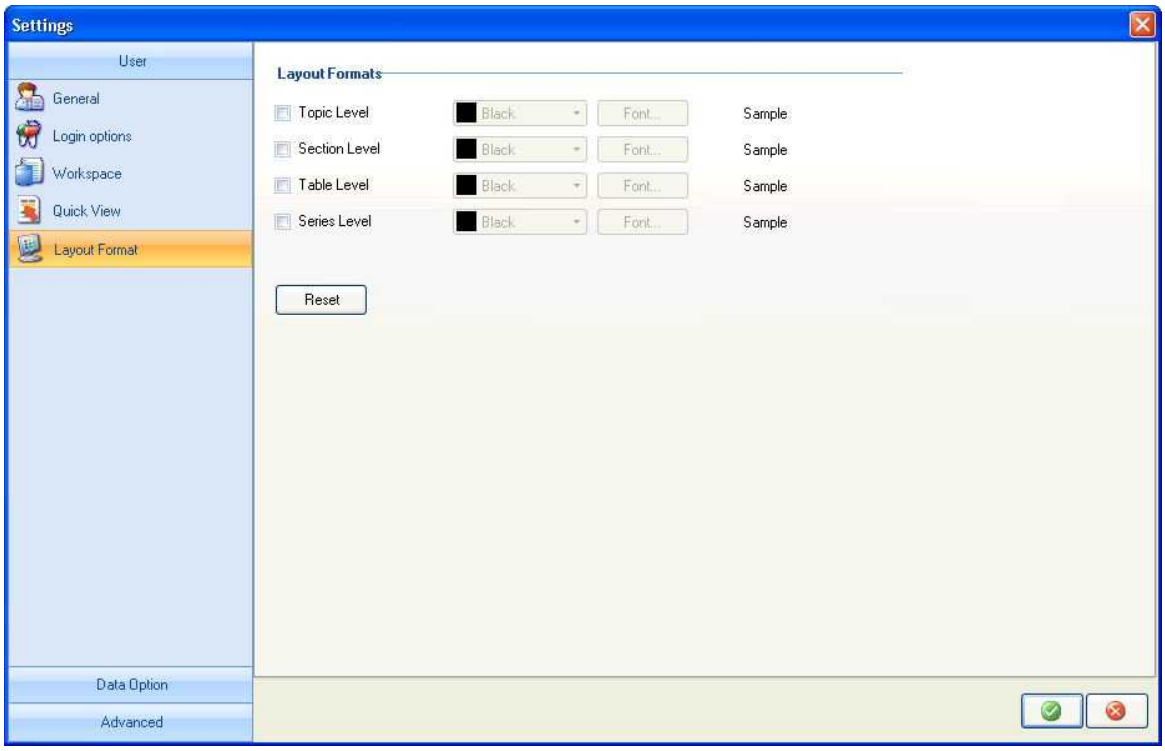

Reset - Click this to revert back to the default settings.

8.2 Data Option

You can specify your default settings for data download, graphing and data-table generation. For Download to Excel, you have the option to adjust the settings every time you request for a download.

8.2.1 Download to Excel

You can modify the parameters being used when you download observation data to Excel.

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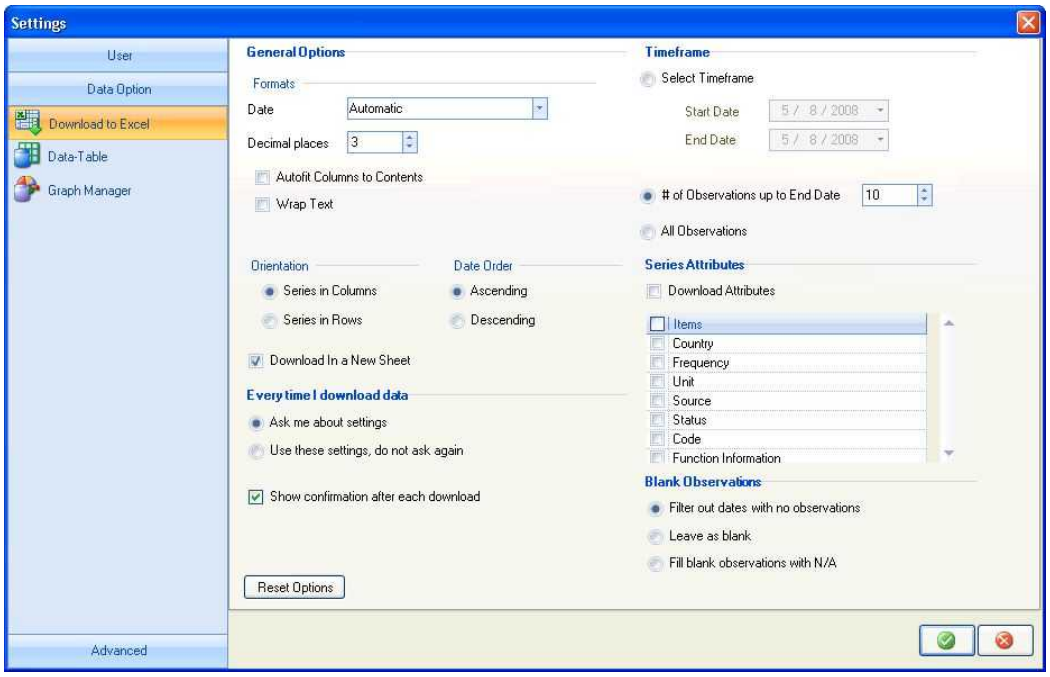

The parameters are the same as what you see when you do a Download to Excel action. Refer to the topic Download Settings for information on how to use these parameters.

Modify Settings

1. Made your parameter changes

2. Click on the Apply button to save the changes, or click Cancel to close the Settings window without saving.

3. Click the Close button to close the Settings window.

8.2.2 Data-table

You can specify how to generate data-tables.

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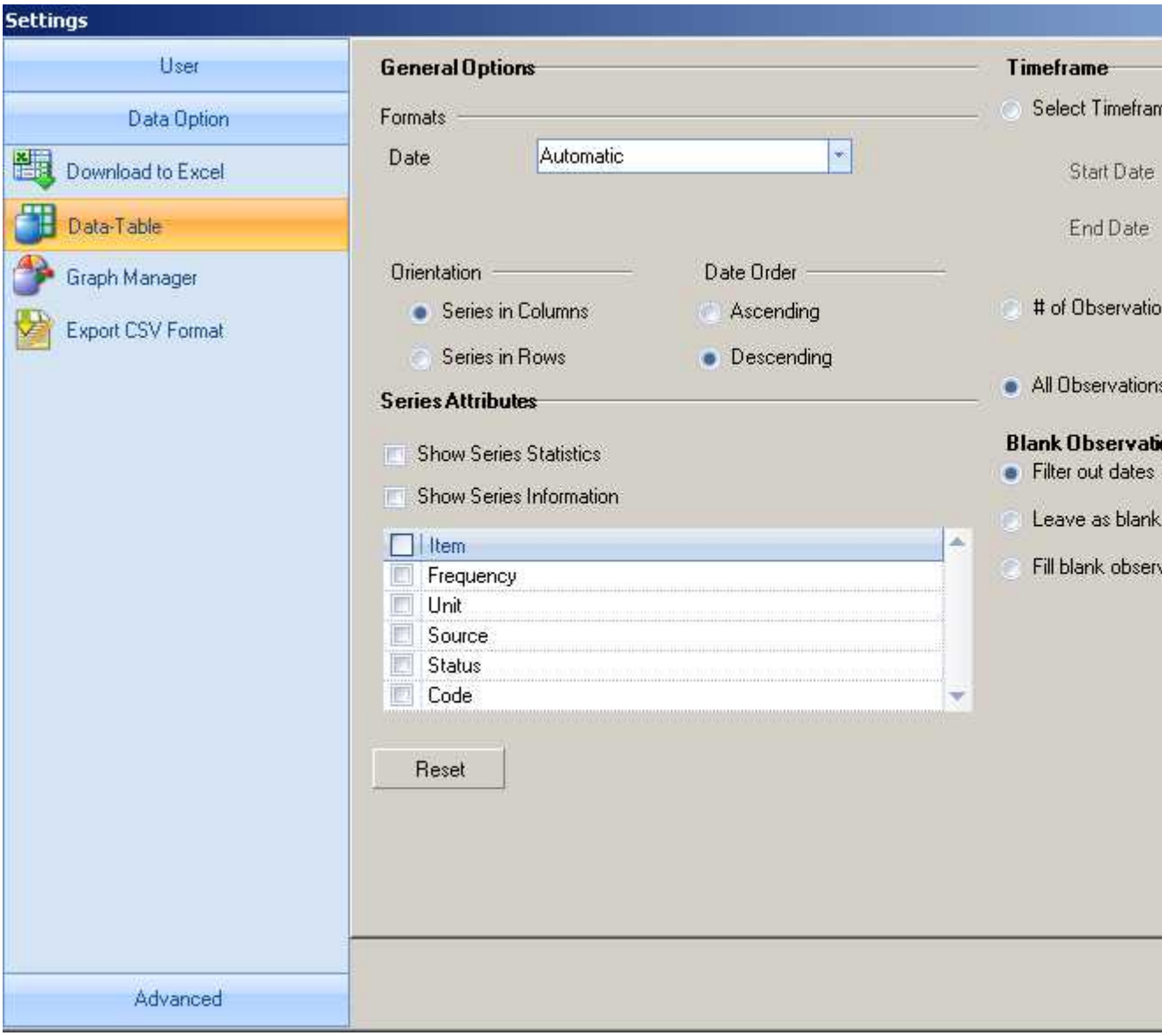

- **Date Format** - The format of the observation date that will appear in Excel after downloading the series. By default, CDM set it to "Automatic" which means depending on the frequency of the selected series, CDM will apply a specific format based on the regional setting of the machine you are using. If the selection has mixed frequencies, then CDM will apply different format to different frequencies. The following table shows samples of the automatic display formats used in CDM.

Frequency	Value in Cell	Display Format	Sample
Daily	The exact date	DD/MM/YYYY	20/12/2006
Monthly	First day of the month	MMM, YYYY	Dec, 2006
Quarterly	First day of the LAST month in quarter	MMM, YYYY	Dec, 2006
Yearly	First day of the year	YYYY	2006

Note that you may change the "Display Format" but the "Value in Cell" will not be affected.

- **Decimal Places** - This defines the number of decimal places for the display format of

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the observation

- **Show Series Statistics** - Check this to include series statistics for each series added to the data-table.

- **Show Series Information** - Check this to include series information for each series added to the data-table. When this is checked, the item list will be enabled for you to select which piece of information to show. Country is always shown in a Data-Table.

- **Orientation** - Use it to define whether the data should be put in columns or rows after downloading to Excel.

- **Date Order** - Sort observation data in ascending or descending order

- **Blank Observations** - Sometimes some observation data may be missing for certain time points in the time period you defined.
  1. **Filter** - Check this to filter out those time point that do not have observation data. By default, CDM checked this option.
  2. **Display Blank** - Do not filter the blank observation
  3. **Fill with N/A** - For those cells with no observations, fill it with N/A instead

- Timeframe Settings: By default, CDM downloads the 24 latest observations of a series.
  1. **Start Date** and **End Date** - Specify the period which you want to get observations from.

  2. **Number of Observations up to End Date** - Specify the number of observations to get, up to the last observation date.

  3. **All Observations** - Select this to download all observations in the selected series.

- **Reset Options** - Click this to revert back to the default settings.

8.2.3 Graph Manager

You can specify how to extract data for graph generation in Graph Manager.

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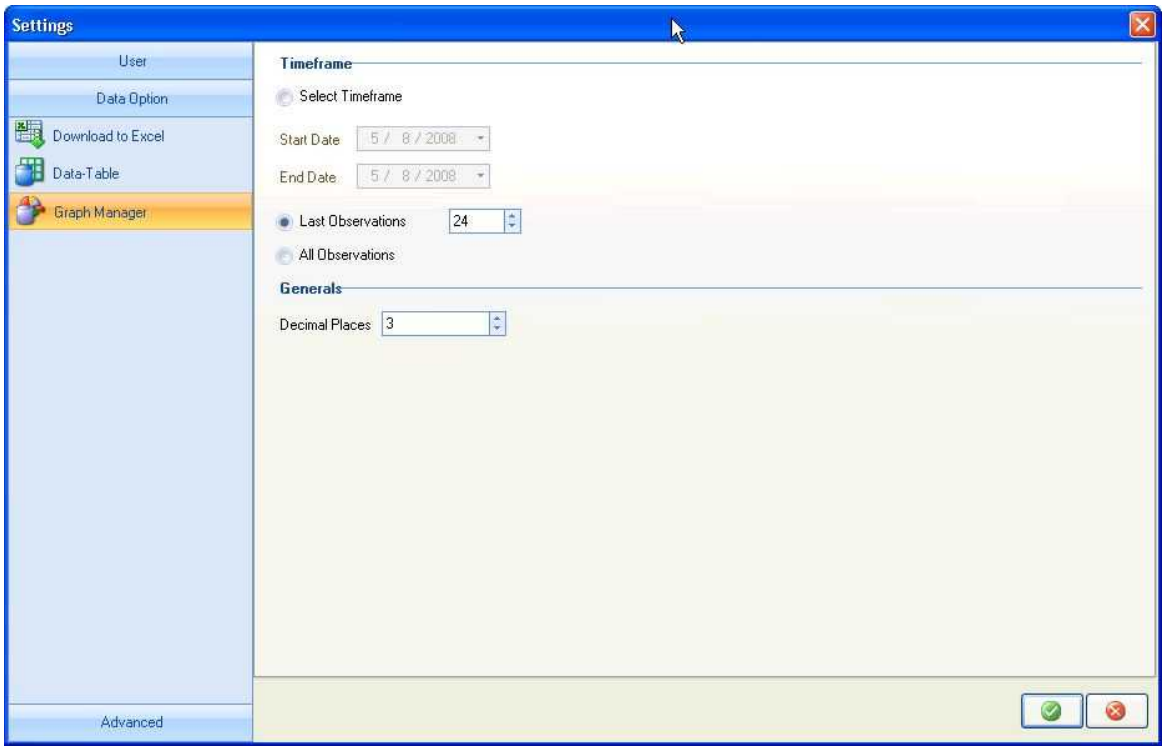

- **Timeframe Settings**: By default, CDM downloads the 24 latest observations of a series.
  1. **Start Date** and **End Date** - Specify the period which you want to get observations from.
  2. **Number of Observations up to End Date** - Specify the number of observations to get, up to the last observation date.
  3. **All Observations** - Select this to download all observations in the selected series.
- **Decimal Places** - This defines the number of decimal places for the display format of the observation

8.3 Advanced

8.3.1 Connection

If you are a first time user, it is recommended that you check the connection setting before logging into CDM and make changes if required. Once the settings are defined, CDM will use the selected setting every time it logs in.

The Connection Setup button is also accessible through the CDM toolbar in Excel. The button is active when CDM is not opened and logged in. After you logged into CDM, the button will be dimmed and disabled.

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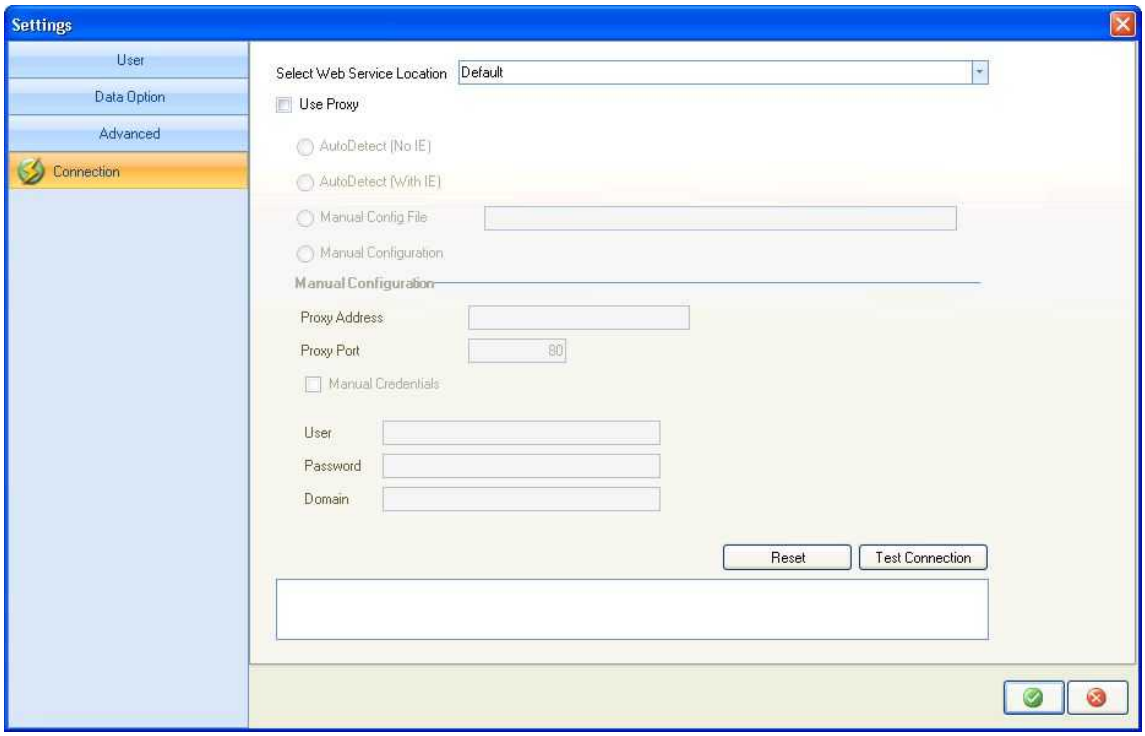

Connection Methods

There are two ways to connect to CDM:

1. **Direct Connection** - The default setting is Direct Connection without Proxy. NO MANUAL CONFIGURATION REQUIRED.

2. **Connection through Proxy Server** - If connecting through a proxy server is required, do the setup through the Connection Setup page.

Setting Options

Enter URL of Web Services
- The default setting is https://cdm.ceicdata.com/cdm/CDMWS
- Normally no changes is required

Use Proxy Setting
- To use Direct Connection, leave this unchecked
- Check this option to connect through proxy server and then select one of the four ways to look up proxy settings as described below. If none is checked, CDM will try to detect which way works.

    1. ***Auto Detect (No IE)*** - Use the proxy setting of the machine

    2. ***Auto Detect (With IE)*** - Use the proxy setting defined in Internet Explorer

    3. ***Manual PAC File*** - Use the proxy setting defined in the PAC file specified by the user. Enter the path to the PAC file. It is required to be available through HTTP (http:// is prefixed in the file path input box)

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4. ***Manual Configuration*** - Manually define the proxy configurations
   - *Proxy Address* and *Proxy Port* - Enter the proxy address and port to be used
   - *Use Credentials* - Check this option if a specific set of credentials is to be used. Otherwise, the default credentials of the user logged into the machine will be used. If checked, enter *User*, *Password* and *Domain* to be used.

Test the Connection

After setting the configurations, click on the Test Connection button to test whether CDM can connect using the information provided.

The system will return a message indicating the result of the configuration detection, which connection method it used and the results of the test.

For the manual PAC File method, the message will indicate whether the PAC file is set with direct connection or through proxy server.

Reset - Click this to revert back to the default settings.

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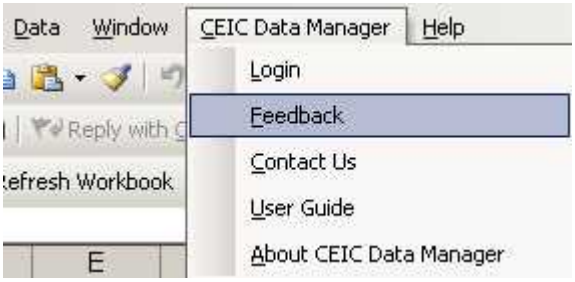
9 Feedback

You can send us feedback and questions through the **Feedback** button available on the main CDM toolbar.

You can reach the same function through the CEIC Data Manager menu on the Excel menu bar.



Feedback can be sent via the the CDM pop-up window or your default e-mail application, e.g. Outlook. You can choose your preferred method in CDM's **User Settings**.

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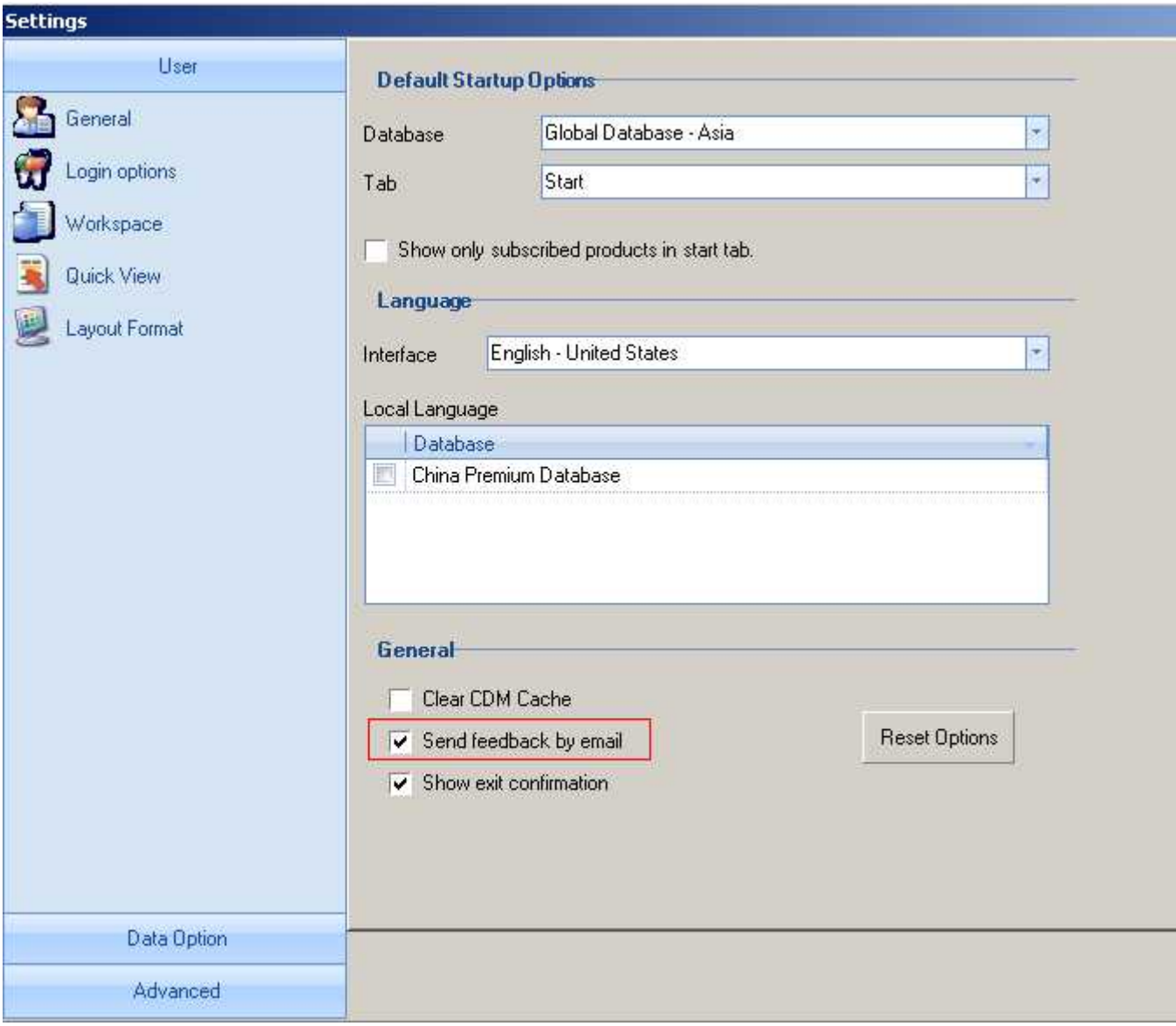

If you choose to use the CDM pop-up, when you click on the **Feedback** button the pop-up window will open. Enter your message and then click the **Send Message** button. Your message will be sent to our customer service. You will then be contacted regarding your feedback.

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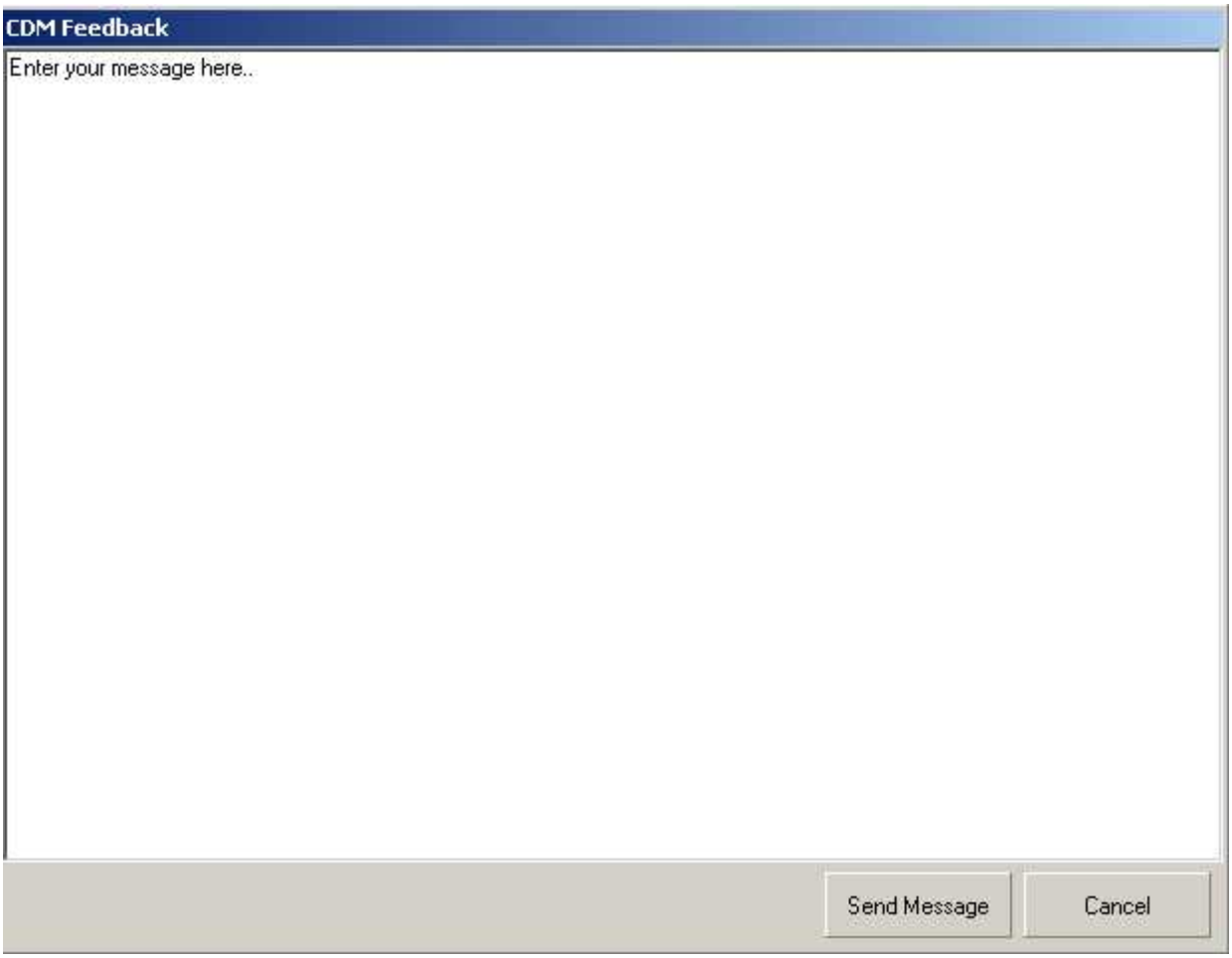

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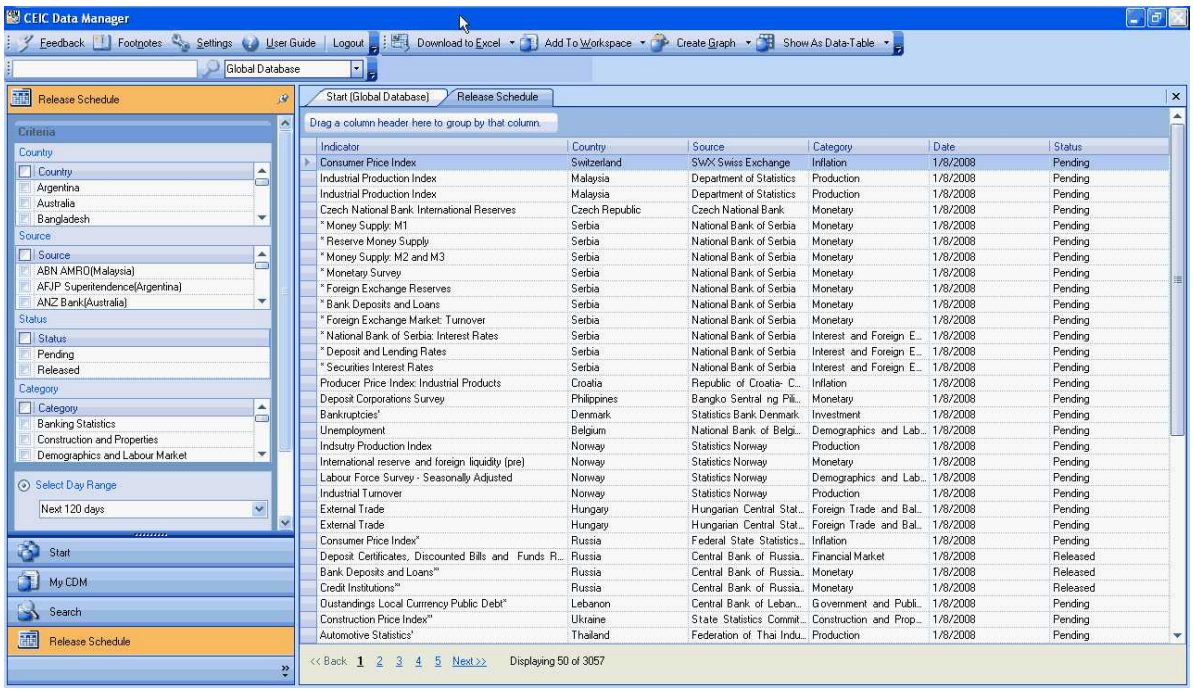
10 Release Schedule

Release schedule allows you to get information on when the indicators are released or will be released. It is an informational page and you cannot access the series from this interface.



Search Criteria

- Country - By default, all countries will be searched. You can select one particular country to search in by selecting from the drop-down list.

- Source - You can select one or more Sources to search in by checking the checkbox besides the source. By default, this list shows the sources from all countries. If you have selected a particular country to search in, CDM will automatically reload this list to show the sources from the selected country only. You can also use the checkbox besides "Select Sources" to select or de-selected all sources. If no source is selected, CDM will search in all sources.

- Status - You can choose to search for Pending or Released sources by checking the checkbox besides the status. If you leave them unchecked, CDM will search for both status.

- Category - You can select one or more categories to search in by checking the checkbox besides the category. You can also use the checkbox besides "Select Category" to select or de-selected all categories. If no category is selected, CDM will search in all categories.

- Day Range - You can select a day range (such as next 60 days) or enter a specific start and end date. The default is "Next 120 days". If you want to specify a start and end date, click on the radio button besides the input fields, then type over the values or click on the down arrow besides the field to select from the pop-up calendar.

Search for Indicators

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1. Make your criteria selection.
2. Click on the Get button to proceed.
3. You can use the Reset button to clear the criteria selection and change back to the CDM defaults.

Search Results

The search result are listed in the right pane. You can use the page links at the bottom of the right pane to go to different result page.

- Print - It is available on the pop-up menu when you do a right-click on the right pane. Click on it will open the print preview window, then you can proceed with the printing. Note that only the records on the current page will be printed.

- Copy Highlighted Rows - Highlight one or more rows on the right pane, then do a right-click on the right pane to open the pop-up menu. Click on the Copy Highlighted Rows link and then you can paste into another application or document.

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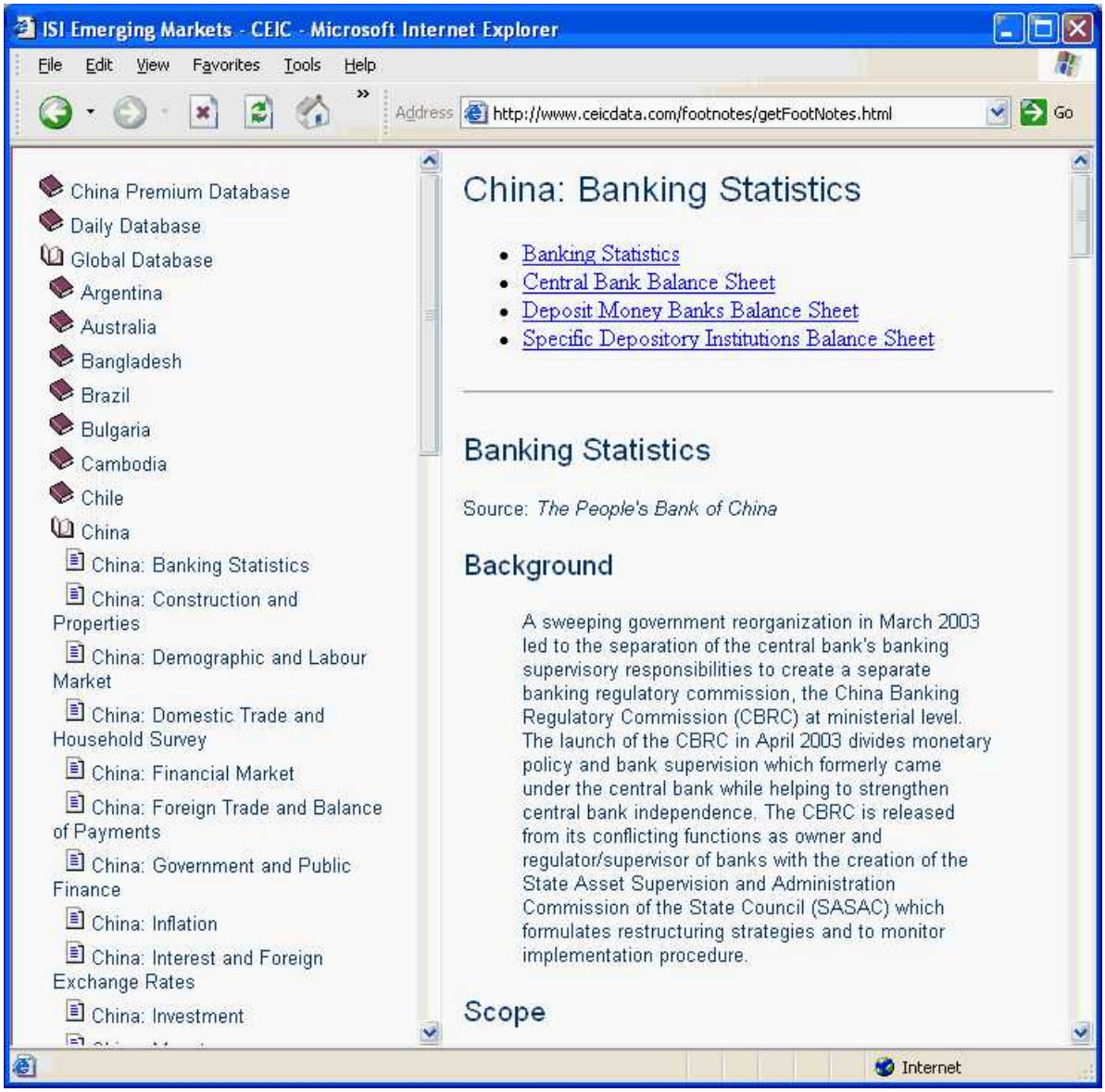
11 Footnotes

CEIC Databases

There is a Footnotes button on the CDM Toolbar which links to the CEIC's web-based footnotes.

You need to enter your CDM user-name and password to access the Footnotes pages. Check "Remember my password" to facilitate subsequent visits.

Footnotes are detailed information about the series and the databases - background about the series, what is the source, and more.


ISI Emerging Markets - CEIC - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Address http://www.ceicdata.com/footnotes/getFootNotes.html
Go
China Premium Database
Daily Database
Global Database
Argentina
Australia
Bangladesh
Brazil
Bulgaria
Cambodia
Chile
China
China: Banking Statistics
China: Construction and Properties
China: Demographic and Labour Market
China: Domestic Trade and Household Survey
China: Financial Market
China: Foreign Trade and Balance of Payments
China: Government and Public Finance
China: Inflation
China: Interest and Foreign Exchange Rates
China: Investment
China: Banking Statistics
Banking Statistics
Central Bank Balance Sheet
Deposit Money Banks Balance Sheet
Specific Depository Institutions Balance Sheet
Banking Statistics
Source: The People's Bank of China
Background
A sweeping government reorganization in March 2003 led to the separation of the central bank's banking supervisory responsibilities to create a separate banking regulatory commission, the China Banking Regulatory Commission (CBRC) at ministerial level. The launch of the CBRC in April 2003 divides monetary policy and bank supervision which formerly came under the central bank while helping to strengthen central bank independence. The CBRC is released from its conflicting functions as owner and regulator/supervisor of banks with the creation of the State Asset Supervision and Administration Commission of the State Council (SASAC) which formulates restructuring strategies and to monitor implementation procedure.
Scope
Internet

Third Party Databases

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They are available in:

- Consensus Forecast Footnotes
- Feri Economic and Financial Data

11.1 Consensus Economics Footnotes

Background

CEIC and Consensus Economics Inc. have jointly launched a forecast database on the CEIC data platform. The Consensus Forecast data series has been fully integrated within CEIC data, allowing users to manipulate the forecast data for charts and reports using the CEIC Time Series Manager and other functions.

Each month Consensus Economics polls more than 700 economists around the world to obtain their economic forecasts and views for the principal macro and some micro-economic variables, for over 80 countries. The Consensus Economics database is unique because of its inclusion of an extensive historical dataset of forecasts, allowing users to examine changes in the economic outlook during critical historical periods. In addition to this feature, the database enables the user to perform global analysis, examining comparable forecast data across different economies.

Depending upon the modules subscribed, a user can access current data in real time going forward and historical monthly Consensus Economics estimates for key variables across an extensive range of countries in the Asia Pacific region, North America, Europe (including Eastern Europe) and Latin America.

Modules Offered:

The database of current and monthly historical data dating back to October 1989, depending upon the country, is offered in four separate modules including:

Consensus Forecasts (Main Industrialized Countries) – United States, Japan, Germany, France, United Kingdom, Italy, Canada, Euro zone, Netherlands, Norway, Spain, Sweden, Switzerland, Austria, Belgium, Denmark, Egypt, Finland, Greece, Ireland, Israel, Nigeria, Portugal, Saudi Arabia, South Africa.

Asia Pacific Consensus Forecasts – Australia, China, Hong Kong, India, Indonesia, Japan, Malaysia, New Zealand, Singapore, South Korea, Taiwan, Thailand, Bangladesh, Pakistan, Philippines, Sri Lanka, Vietnam.

Eastern Europe Consensus Forecasts – Czech Republic, Hungary, Poland, Russia, Turkey, Bulgaria, Croatia, Estonia, Latvia, Lithuania, Romania, Slovakia, Slovenia, Ukraine, Albania, Armenia, Azerbaijan, Belarus, Bosnia & Herzegovina, Cyprus, Georgia, Kazakhstan, Macedonia, Moldova, Serbia, Turkmenistan, Uzbekistan.

Latin American Consensus Forecasts – Argentina, Brazil, Chile, Mexico, Venezuela, Colombia, Peru, Bolivia, Costa Rica, Dominican Republic, Ecuador, Panama, Paraguay, Uruguay.

An annual subscription to a module entitles access to historical data series as well as 12 monthly updates going forward; monthly hard-copy publications are also provided for the subscription period. The historical estimates are useful in allowing back testing of forecast accuracy and modeling of

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country expectations.

Survey Process:

Panellists are provided with professional survey forms each month containing comprehensive variable definitions which, along with a specified survey deadline, ensures that all responses are comparable. Close interaction with the forecasting economists and careful verification of their responses, and the subsequent mean, high, low and standard deviation calculations, ensure a consistent and comprehensive response underpinning the high quality of the survey results.

The Data Itself:

The data features the current month 'consensus' (or mean) average forecast for the current and following year. In addition to the mean estimate, the high, low and standard deviation for each economic indicator are also calculated by Consensus Economics. Also available is the history of consensus forecast data, which have been collected on a consistent monthly basis.

Number of data series: Approximately 1,000

Number of countries: Over 80

Number of contributors: Over 700 forecasting panelists. Common definitions and time horizons are imposed by the rigorous survey methodology, to insure consistency and accuracy.

Data history: From October 1989 for the G7 Industrialized countries; From January 1995 for the major Asia Pacific countries; From May 1998 for the main Eastern European countries and From March 1993 for the major Latin American countries.

Update cycle: Monthly

Period Estimates: Current year and following year.

Example: Consensus Forecast Variables for the United States
Gross Domestic Product (% change on previous year)
Personal Consumption (% change on previous year)
Business Investment (% change on previous year)
Pre-Tax Profits (% change on previous year)
Industrial Production (% change on previous year)
Consumer Prices (% change on previous year)
Producer Prices (% change on previous year)
Employment Costs (% change on previous year)
Auto and Light Truck Sales (mn units)
Housing Starts (mn units)
Unemployment (%)
Current Account (US$ bn)
Federal Budget Balance (US$ bn)
3 month Treasury Bill rate (%)
10 year Treasury Bond yield (%)

Exchange Rates:

Forecasts of the main cross rates against the US dollar or the euro (for some European countries) are included monthly in the respective Modules to which the currencies relate.

About Consensus Economics Inc.

Consensus Economics, founded in 1989, is the world's leading international economic survey

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organisation and polls more than 700 economists each month to obtain their forecasts and views. Its simultaneous monthly surveys cover forecasts for the principal macro and several micro-economic variables for more than 80 countries, as well as topical issues of interest to investment managers, corporate planning executives and economists. As a survey firm, Consensus Economics' principal objective is to achieve the highest standards of compilation accuracy and representativeness, together with insightful commentary and presentation of survey results.

If you would like further information regarding this service, please contact your local CEIC representative or Consensus Economics Inc. directly at:

Consensus Economics Inc.

53 Upper Brook Street
London
W1K 2LT
United Kingdom
Telephone: +44 20 7491 3211
Fax: +44 20 7409 2331
Email: editors@consensuseconomics.com

Date: December 12, 2007

11.2 Feri Economic and Financial Data Footnotes

Overview

The Feri databases are comprehensive sources of financial and economic data, **covering macroeconomic indicators (business cycle indicators, national accounts, labor market, prices, public sector, money and credit, foreign trade, balance of payments), financial markets (commodities, money market, stocks, bonds and interest swaps), industries, regions and real estate markets**.

The series are updated throughout the day immediately after release. Long term history is provided by linking of current series to their preceding concept, resulting in series with more than 40 years of observations, if data is available.

The Feri databases cover all areas typically used by financial analysts and business economists. Additionally, Feri provide databases from international and national sources with deeply disaggregated information. Analysts can either inexpensively retrieve single series using the DM or subscribe to complete databases.

Feri employs this comprehensive set of databases for its own internal forecasting and rating, as well as for its wealth management activities. The contents have been developed together with their clients within almost 20 years and their expert team is open to suggestions for improving coverage.

If you would like further information regarding this service, please contact your local CEIC representative or Feri directly at: frn@feri.de

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The Feri databases are compiled from several hundred sources. All series are classified and coded by Feri to allow easy retrieval and international comparisons of economic indicators. The data are continuously checked for accuracy, continuity and timeliness.

Extent of data:

Number of Series: About **300,000**

Update: Data are updated continuously over the day

Start of Series: From 1950, if available

Frequency of the Series: Monthly, quarterly, annual

Topics:

Financial Markets: 63 countries

National Economies: 80 countries (50 to 1,500 indicators per country), several regions

Industries: More than 80 countries (up to 100 industries per country)

Sources:

Government Agencies and Statistical Offices, Central Banks, International and National Organizations, Commercial Data Sources.

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About Feri

Feri is an **independent group of companies** operating world wide in the fields of

Financial Consulting

Asset Management

Economic Research and Rating

Feri was founded in 1987 and has more than 180 employees

Feri Rating & Research GmbH provides forecasts and ratings for capital markets, countries, industries and real estate markets.

All forecasts are based on their econometric models which in turn draw their data from the Feri databases.

The company headquarter is in Bad Homburg, Germany with branch offices in New York, Paris and London.

11.2.1 Economic Indicators

Feri Database

Macro and Financial: Economic Indicators

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Topics:

Economic Climate:
Business Climate
Consumer Climate
Composite Leading Indicators

National Income and Product Accounts:
Origin
Expenditure
Distribution

Industry and Construction:
Production
Sales
Inventories / Capacity Utilization
Employment
Building Permits / Home Sales
Value of Construction

Domestic Trade:
Retail Trade
Passenger Car and Truck Production
Passenger Car and Truck Registrations

Population, Labor Market and Earnings:
Population
Unemployment
Employment
Earnings
Unit Labor Costs
Productivity

Public Finance:
Public Revenues and Expenditures
Public Debt

Prices:
Consumer Prices / Inflation Expectations
Producer Prices
Wholesale Prices
Retail Prices
Foreign Trade Prices

Money and Credit Market:
Money Supply
Credits
Lending and Deposit Rates

Foreign Trade and Balance of Payments:
Foreign Trade
Current Account Balance (incl. Breakdown)
Financial Account Balance (incl. Breakdown)
Currency Reserves
External Debt

Exchange Rates:
Spot Rates
Real Exchange Rates vs. US$
Trade-Weighted Exchange Rates (nominal and real)

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Countries & Regions:

Europe:	**European Union (15):** European Monetary Union, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxemburg, Netherlands, Portugal, Sweden, Spain, United Kingdom
	New EU Members: Bulgaria, Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Slovenia
	Other Western Europe: Norway, Switzerland, Turkey
	Other Eastern Europe: Albania, Belarus, Croatia, Moldova, Russia, Serbia, Ukraine
America:	**North America:** Canada, Mexico, U.S.A.
	South America: Argentina, Brazil, Chile, Colombia, Peru, Venezuela
Asia:	**Near and Middle East:** Islamic Republic of Iran, Israel, Jordan, Lebanon, Syrian Arab Republic
	Central Asia: Armenia, Azerbaijan, Georgia, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan
	Greater China: China, Hong Kong, Taiwan
	East Asia: Japan, South Korea
	South East Asia: Brunei, Indonesia, Malaysia, Philippines, Singapore, Thailand, Vietnam
	South Asia: India, Pakistan
Oceania:	Australia, New Zealand
Africa:	Algeria, Egypt, Morocco, South Africa, Tunisia
Regions:	**Global Markets**
	Geographical Regions: Europe, America, Asia, Oceania, Africa; Sub-Regions
	Political Regions: European Union, NAFTA, Mercosur a.o.

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Sources:	**More than 300 Sources:** **Statistical Offices (Examples):** Eurostat, Australian Bureau of Statistics, Biro Pusat Statistic (Indonesia), Centraal Bureau voor de Statistiek (Netherlands), Central Statistical Organisation of India, Istituto Nazionale di Statistica (Italy), Hungary Central Statistical Office, Instituto Nacional de Estadistica (Spain), Statistics Bureau Japan, National Statistical Office Philippines, National Statistical Service of Greece, Statistics Austria, Census and Statistics Department (Hong Kong) **Central Banks (Examples):** Banque Nationale de Belgique, Banco Nationale de Belgique, Banco Central de Chile, Bank Indonesia, Bank of Israel, Bank of Finland, Bank of Estonia, Bank of Israel, The Bank of Korea, Bank of Turkey, Central Bank of Ireland, Central Bank of Egypt, Czech National Bank, European Central Bank, Croatian National Bank, National Bank of Romania, National Bank of Kazakhstan, Reserve Bank of New Zealand **Public and Private Research Institutions, Authorities (Examples):** Associazione Nazionale fra Industrie Automobilistische (Italy), Secretariat d'Etat à l'Economie (Switzerland), National Economic and Social Development Board (Thailand), Ministry of Economic Affairs (Taiwan), Ministry of Manpower Singapore, Ministry of Planning (Egypt), Kraftfahrtbundesamt (Germany), Japanese Bankers Association, Finance Canada, Jabatan Petrankaan (Malaysia) **International Organizations (Examples):** European Commission, International Labor Office, International Monetary Fund, Organization for Economic Cooperation and Development (OECD), United Nations, United Nations Industrial Development Organization (UNIDO), World Bank
Update:	Daily, immediately after publication
Frequency:	Monthly, quarterly and annual
Number of Series:	Approx. 20.000
Start:	1970, if available

11.2.2 Financial Markets

Feri Database

Macro and Financial: Stock Markets

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Topics: Price Indices, Performance Indices
Industry Indices (World, Europe, E.M.U. and Germany)

Countries:

Argentina	Denmark	Israel	New Zealand	South Africa
Australia	Egypt	Italy	Norway	South Korea
Austria	Estonia	Japan	Pakistan	Sweden
Belgium	Finland	Jordan	Peru	Switzerland
Brazil	France	Latvia	Philippines	Taiwan
Bulgaria	Germany	Lebanon	Poland	Thailand
Canada	Greece	Lithuania	Portugal	Tunisia
Chile	Great Britain	Luxemburg	Romania	Turkey
China	Hong Kong	Malaysia	Russia	Ukraine
Colombia	Hungary	Malta	Singapore	U.S.A.
Croatia	India	Mexico	Spain	Venezuela
Cyprus	Indonesia	Morocco	Slovakia	
Czech Republic	Ireland	Netherlands	Slovenia	

Country Aggregates (Examples):

World	North America	Eastern Europe	E.M.U.
Europe	Latin America	Far East	Industrialized Countries
Asia	Northern Europe	Pacific	Emerging Countries

Sources:

Stock Exchanges (Examples):
Athens Stock Exchange, Bolsa de Commercio de Buenos Aires, Bourse de Bruxelles, Bratislava Stock Exchange, Swiss Stock Exchange, Bombay Stock Exchange, Bulgaria Stock Exchange Sofia, Bucharest Stock Exchange, Bolsa de Valores de Colombia Bogota, Bolsa de Valores de Lima, Chicago Mercantile Exchange, Chicago Board of Trade, Copenhagen Stock Exchange, China Stock Exchange, Deutsche Börse Group, Deutsche Terminbörse, Eurex Derivatives Exchange, Istanbul Stock Exchange, LIFFE, Ljubljana Stock Exchange, National Association of Securities Dealers (NASDAQ), National Stock Exchange of Lithuania, National Stock Exchange of India, New Zealand Stock Exchange, Oslo Boers, Prague Stock Exchange, Riga Stock Exchange, Singapore Exchange, Tallinn Stock Exchange, Tel Aviv Stock Exchange, Tokyo Stock Exchange, Ukrainian Stock Exchange, Zagreb Stock Exchange

Index Creators:
Morgan Stanley Capital International (MSCI), Standard & Poors Corporation, STOXX, Dow Jones

Private Banks, Financial Agents:
Bankhaus Ellwanger & Geiger, Wilshire Associates

Update: Daily, immediately after publication

Frequency: Monthly

Number of Series: Approx. 500

Start: 1970, if available

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Macro and Financial: Bond Markets

Topics:	Performance Indices, Yields, Futures Prices Types of Bonds: Government Bonds, Corporate Bonds (World, E.M.U., Great Britain, U.S.A. and Japan), Covered Bonds (World, E.M.U., Germany, Great Britain, U.S.A. and Japan), Inflation Linked Bonds, Futures Maturities: Average Term to Maturity, the Terms are 1, 2, 3 ... 30 Years or 1-3, 3-5, 5-7, 7-10, more than 10 Years / According to Availability
Countries:	Argentina, Australia, Austria, Belgium, Brasilia, Bulgaria, Canada, Chile, China, Colombia, Croatia, Czech Republic, Denmark, Egypt, Finland, France, Germany, Great Britain, Greece, Hong Kong, Hungary, India, Ireland, Israel, Italy, Japan, Malaysia, Mexico, New Zealand, Netherlands, Norway, Pakistan, Peru, Philippines, Poland, Portugal, Russia, Singapore, Spain, South Africa, South Korea, Switzerland, Taiwan, Thailand, Turkey, Tunisia, Ukraine, U.S.A., Venezuela
Country Aggregates:	World, Europe, E.M.U.
Sources:	Gruppe Deutsche Börse, iBoxx, Central Banks
Update:	Daily, immediately after publication
Frequency:	Monthly
Number of Series:	Approx. 500
Start:	1970, if available

Macro and Financial: Money Markets

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Topics:	Call Money Rates, Interbank Rates 1-12 Month, Euro-Market Interest Rates, Treasury Bills and other Short Term Interest Rates, Money Market Indices, Money Market Futures, Interest Rate Swaps, Fair Values, Taylor Rates

Countries:

Albania	Cyprus	India	Mexico	Singapore
Algeria	Czech Republic	Indonesia	Morocco	Spain
Argentina	Denmark	Ireland	Netherlands	Slovakia
Australia	Egypt	Israel	New Zealand	South Africa
Austria	Estonia	Italy	Norway	South Korea
Belgium	E.M.U.	Japan	Pakistan	Switzerland
Brazil	Finland	Jordan	Peru	Taiwan
Bulgaria	France	Kazakhstan	Philippines	Thailand
Canada	Germany	Latvia	Poland	Tunisia
Chile	Greece	Lebanon	Portugal	Turkey
China	Great Britain	Lithuania	Romania	Ukraine
Colombia	Hong Kong	Malaysia	Russia	U.S.A.
Croatia	Hungary	Malta	Serbia/Montenegro	Venezuela

Sources:	Central Banks, British Bankers Association, Garban Intercapital, Japanese Bankers Association
Update:	Daily, immediately after publication
Frequency:	Monthly
Number of Series:	Approx. 500
Start:	1970, if available

Macro and Financial: Commodities

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Topics:	**Indicators:** Spot Market and Futures Prices, Commodity Indices **Goods:** Crude Oil, Coal, Ore, Nonferrous Metals, Agricultural Raw Materials, Precious Metals, gas
Countries:	World U.S.A.
Sources:	Commodity Research Companies
Update:	Daily, immediately after publication
Frequency:	Monthly
Number of Series:	Approx. 300
Start:	1970, if available

11.2.3 Global Industries

Feri Database

Industries: Global

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Topics:

Economic Sentiment & Situation
- Business Climate
- Capacity Utilization

Demand
- **Domestic Demand,** New Orders

Production
- Production Index
- Production Value
- Productivity

Sales

Profitability
- Gross Operating Surplus

Employment
- Productivity
- Hours Worked
- Gross Wages and Salaries
- Unit Labor Costs

Prices
- Producer Prices
- Export and Import Prices

Foreign Trade

Investments

Business Units and Companies

Industries: **Up to 100 industries, covering all major sectors of the economy:**

- Agriculture, Forestry and Fishing
- Mining and Quarrying
- Manufacturing
- Electricity, Gas and Water Supply
- Construction
- Wholesale and Retail Trade
- Hotels and Restaurants
- Transportation and Communication
- Financial Intermediation
- Real Estate, Renting, Business Activities
- Education
- Health and Social Work
- Other Social and Personal Services

Countries: **More than 80 countries, where a detailed breakdown of indicators is available for:**

Europe:	EU, E.M.U., all E.U. Member Countries (except Cyprus and Malta) Norway, Switzerland, Turkey Croatia, Russia, Ukraine
America:	Canada, U.S.A., Mexico Argentina, Brazil, Chile, Colombia, Peru, Venezuela
Asia:	Israel China, Hong Kong, Taiwan, Japan, South Korea Indonesia, Malaysia, Philippines, Singapore, Thailand, Vietnam India, Pakistan
Oceania:	Australia, New Zealand
Africa:	Egypt, South Africa

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Sources:	Eurostat, European Commission, OECD, UN, UNIDO, National Statistical Offices
Update:	Daily, immediately after publication
Frequency:	Monthly, quarterly and annual
Number of Series:	Approx. 270.000
Start:	1980, if available
Comment:	All series are harmonized according to the international industrial classification NACE Rev. 1. If necessary data are recalculated by Feri to this standard. Some indicators (mainly business climate, capacity utilization, new orders, gross operating surplus, export and import prices) are currently available only for EU member countries, the U.S.A. and Japan.

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12 User Guide

This help document is accessible from the User Guide button on CDM Toolbar and also from the User Guide item on the CEIC Data Manager menu in Excel menu bar.

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13 Contact Us

You can send us your questions or feedback through the Feedback utility.

If you need immediate assistance, please contact us by email or call one of our offices. Contact information for our offices can be found in: http://www.ceicdata.com/contact_us.htm.

This link is also available from the Contact Us item on the CEIC Data Manager menu in the Excel menu bar.

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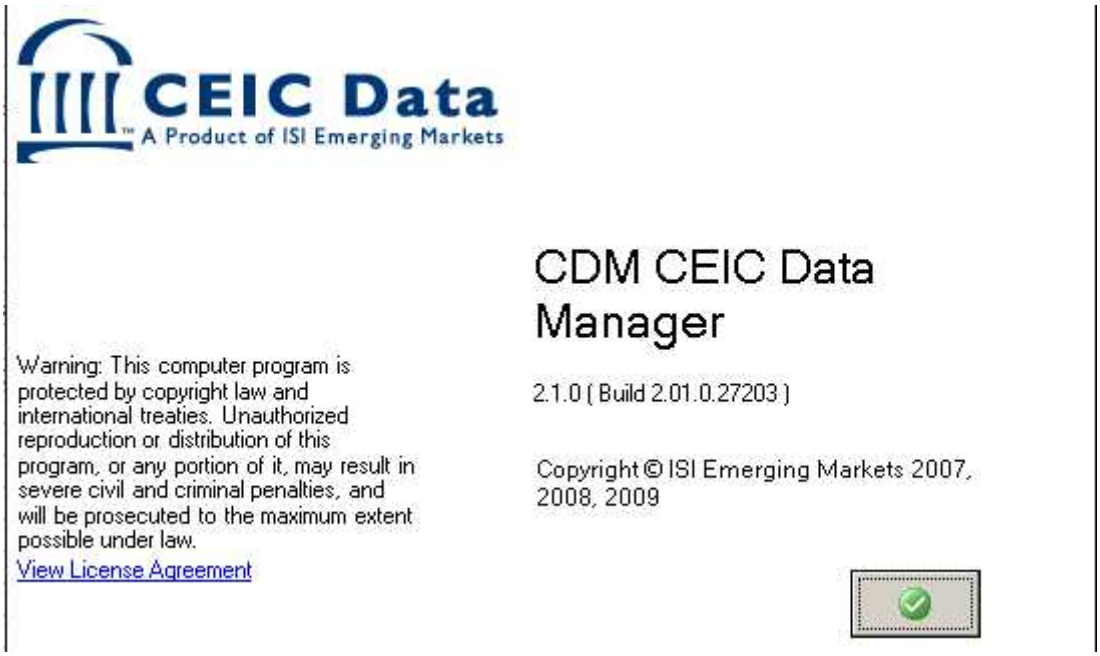
14 About CEIC Data Manager

This information window is accessible from the About CEIC Data Manager link on the CEIC Data Manager menu in Excel menu bar.

It shows information about the application version.


CEIC Data
A Product of ISI Emerging Markets
CDM CEIC Data Manager
2.1.0 (Build 2.01.0.27203)
Warning: This computer program is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
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15 About the Data

About CEIC & our databases

For information about CEIC, visit our website: http://www.ceicdata.com.

For information about our database, visit our website: http://www.ceicdata.com/Our_Products.html.

Third Party Databases

Apart from CEIC's own databases, we also work with other data providers to provide their data under the CDM platform.

Third party databases available in CDM:

- Consensus Economics
- Feri Economic and Financial Data

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15.1 Consensus Economics

CEIC and Consensus Economics Inc. have jointly launched a forecast database on the CEIC data platform. The Consensus Forecast data series has been fully integrated within CEIC data, allowing users to manipulate the forecast data for charts and reports using the CEIC Time Series Manager and other functions.

Each month Consensus Economics polls more than 700 economists around the world to obtain their economic forecasts and views for the principal macro and some micro-economic variables, for over 80 countries. The Consensus Economics database is unique because of its inclusion of an extensive historical dataset of forecasts, allowing users to examine changes in the economic outlook during critical historical periods. In addition to this feature, the database enables the user to perform global analysis, examining comparable forecast data across different economies.

15.2 Feri Economic and Financial Data

Overview

The Feri databases are comprehensive sources of financial and economic data, **covering macroeconomic indicators (business cycle indicators, national accounts, labor market, prices, public sector, money and credit, foreign trade, balance of payments), financial markets (commodities, money market, stocks, bonds and interest swaps), industries, regions and real estate markets**.

The series are updated throughout the day immediately after release. Long term history is provided by linking of current series to their preceding concept, resulting in series with more than 40 years of observations, if data is available.

The Feri databases cover all areas typically used by financial analysts and business economists. Additionally, Feri provide databases from international and national sources with deeply disaggregated information. Analysts can either inexpensively retrieve single series using the DM or subscribe to complete databases.

Feri employs this comprehensive set of databases for its own internal forecasting and rating, as well as for its wealth management activities. The contents have been developed together with their clients within almost 20 years and their expert team is open to suggestions for improving coverage.

If you would like further information regarding this service, please contact your local CEIC representative or Feri directly at: fm@feri.de

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The Feri databases are compiled from several hundred sources. All series are classified and coded by Feri to allow easy retrieval and international comparisons of economic indicators. The data are continuously checked for accuracy, continuity and timeliness.

Extent of data:

Number of Series: About **300,000**

Update: Data are updated continuously over the day

Start of Series: From 1950, if available

Frequency of the Series: Monthly, quarterly, annual

Topics:

Financial Markets: 63 countries

National Economies: 80 countries (50 to 1,500 indicators per country), several regions

Industries: More than 80 countries (up to 100 industries per country)

Sources:

Government Agencies and Statistical Offices, Central Banks, International and National Organizations, Commercial Data Sources.

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16 Shortcut Keys

Below is a list of shortcut keys that you can use in CDM.

CDM Toolbar

Action	Key
Feedback	Alt + F
Footnotes	Alt + N
Settings	Alt + S
User Guide	Alt + U
Exit/Log Out	Alt + F4
Excel Download	Alt + E
Export	Alt + X
Add To Workspace	Alt + W
Add to Watchlist	Alt + L
Create Graph	Alt + G
Show as Data-table	Alt + D
Show Key Series	Alt + K
Show All Series	Alt + I
Global Watch Indicator	Alt + O

Start tab

Action	Key
Highlight previous (and deselect current) row in the active tree level	Arrow Up
Highlight next row (deselect current) in the active tree level	Arrow Down
Multiple series selection (continuous) – Start point row A, mouse click row B will select all series between row A and B.	Shift + mouse click
Multiple series selection (not continuous) - each click will change the select/unselect state of the row	Ctrl + mouse click
Multiple series selection (continuous) - each click will change the select/unselect state of the row	Shift + Arrow Up/Down
Expand level	Right Arrow
Collapse level	Left Arrow
Show quick view for current series	Enter
Highlight all series in current table (when focus is on table or series within table)	Ctrl + A
Copy selection (highlighted series)	Ctrl + C
Check or uncheck a set of highlighted series or a table (all series in table)	Option is Ctrl+S / Ctrl+D
Check or uncheck single highlighted series	Space bar
To Show the Start Panel	Alt + A
To show the Release Schedule Panel	Alt + R
To show Search Panel	Alt +H

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To show My CDM Panel	Alt + M

My CDM tab

Action	Key
Highlight previous (and deselect current) row in the active workspace	Arrow Up
Highlight next row (deselect current) in the active workspace	Arrow Down
Show quick view for current series	Enter
Multiple series selection (continuous) – Start point row A, mouse click row B will select all series between row A and B.	Shift + mouse click
Multiple series selection (not continuous) - each click will change the select/unselect state of the row	Ctrl + mouse click
Multiple series selection (continuous) - each click will change the select/unselect state of the row	Shift + Arrow Up/Down
Copy selection in the active workspace	Ctrl + C
Highlight all series in the active workspace	Ctrl + A
Check or uncheck a set of highlighted series or a table (all series in table)	Option is Ctrl+S / Ctrl+D
Check or uncheck single highlighted series	Space bar

Search tab

Action	Key
Highlight previous (and deselect current) row in the active search result page	Arrow Up
Highlight next row (deselect current) in the active search result page	Arrow Down
Multiple series selection (continuous) – Start point row A, mouse click row B will select all series between row A and B.	Shift + mouse click
Multiple series selection (not continuous) - each click will change the select/unselect state of the row	Ctrl + mouse click
Multiple series selection (continuous) - each click will change the select/unselect state of the row	Shift + Arrow Up/Down
Show quick view for current series	Enter
Copy selection in the active workspace	Ctrl + C
Select all series in the active workspace	Ctrl + A
Next page	F7
Previous page	Shift + F7
Check or uncheck a set of highlighted series or a table (all series in table)	Option is Ctrl+S / Ctrl+D
Check or uncheck single highlighted series	Space bar

Release Schedule

Action	Key

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Next page	F7
Previous page	Shift + F7
Print	Ctrl + P
Copy	Ctrl + C

Graph Manager

Action	Key
Set Timeframe	Alt + T
Print Chart	Alt + P

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17 New CDM Release

When CDM has a new release, you will get a prompt when you access CDM asking you to do a upgrade. You can still work with the version you have but you are recommended to upgrade to the newer version to benefit from the new features and adjustments.

You can simply go to our website to get the latest version: http://www.ceicdata.com/client/Downloads.html

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